
U.S. Department of State Records Schedule

Chapter 04: Personnel Records

General

A-04-001-01a **Official Personnel Files**

Description: a. Foreign Service Administrative Folders on separated FS employees. Official personnel actions and related administrative records of Foreign Service employees, excluding performance ratings and related records, documenting their service with the Department and any prior Federal service.

Disposition: Retire to National Personnel Records Center (NPRC), St. Louis, 1 year after separation of employee.

DispAuthNo: GRS 1, item 1 **Date Edited:** 4/1/1999

A-04-001-01b **Official Personnel Files**

Description: b. Foreign Service Performance Folders on separated Foreign Service Employees. Performance ratings, commendations, training reports, Inspectors' reports, official reprimands, end use summary reports, etc., of Foreign Service employees.

Disposition: Retire to RSC 1 year after separation of employee. Destroy 15 years after separation.

DispAuthNo: NN-174-29 **Date Edited:** 4/1/1999

A-04-001-01c **Official Personnel Files**

Description: c. Official Personnel Folders of Civil Service Employees. Consists of record copies of documents covering their entire Federal service as prescribed in the Federal Personnel Manual and related Departmental guidelines.

Disposition: Retire to NPRC, St. Louis, 30 days after separation. NPRC will destroy 75 years after birth date of employee or 60 years after the date of the earliest document in the folder if the date of birth cannot be ascertained, provided the employee has been separated for at least 5 years.

DispAuthNo: GRS 1, item 1 **Date Edited:** 4/1/1999

A-04-001-02 **Reserved**

Description:

Disposition:

DispAuthNo: Reserved **Date Edited:** 6/26/2003

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-001-03 Official Personnel Folder - Policy and Precedent File

Description: Includes files relating to content and use of Official Personnel Folders, including such matters as employee taxes, emergency visitation, travel, court appearances, legal opinions, proposed changes to FAM, retirement, etc.

Disposition: Retire inactive files to Personnel Policy Reference File (PER/MGT/RR).

DispAuthNo: NC-59-75-5, item 1a **Date Edited:** 4/1/1999

A-04-001-04 Personnel Files Survey Records

Description: Background and studies for the reorganization of the PER files including reports and recommendations, approved plans for implementing the files project, progress reports, disposal authorizations, etc.

Disposition: Retire inactive files to Personnel Policy Reference File (PER/MGT/RR).

DispAuthNo: NC-59-75-5, item 1b **Date Edited:** 4/1/1999

A-04-001-05 Reserved

Description:

Disposition:

DispAuthNo: Reserved **Date Edited:** 6/26/2003

A-04-001-06 Overseas Employment (OE) Claims.

Description: Claims by current or former FSN employees pertaining to personnel issues requesting compensation. Consists of a wide variety of copies of claim forms and a wide range of copies of personnel paperwork that may cover several decades. Contains copies of: correspondence, personnel forms, superior's reports of injury, request for change of classification or designation, unpaid compensation, etc. Also contains copies of official records, legislation enacted by Congress, legal documents supporting relationship of claimant to the FSN, agency's investigation of claim, recommendations, and final decisions.

a. Recordkeeping copy (paper.)

Disposition: TEMPORARY: Retire to RSC 1 year after all claims in folder have been totally resolved on that individual. Destroy when 7 years old. (N1-59-88-30)

DispAuthNo: N1-59-00-14, item 7a **Date Edited:** 1/14/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-001-06b **Overseas Employment (OE) Claims.**

Description: Records created by electronic mail and word processing applications.

 B. Electronic version

Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been produced. (N1-59-88-30)

DispAuthNo: N1-59-00-14, item 7b

Date Edited: 1/14/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

Employment

A-04-002-01a	Recruitment and Employment General Subject Files.
Description:	Correspondence, reports and other reference material pertaining to the operation and administration of recruitment and employment functions. a. Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy when 10 years old. (NC1-59-80-5, item 1)
DispAuthNo:	N1-59-00-07, item 1a Date Edited: 9/7/2001
A-04-002-01b	Recruitment and Employment General Subject Files.
Description:	Correspondence, reports and other reference material pertaining to the operation and administration of recruitment and employment functions. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-07, item 1b Date Edited: 9/7/2001
A-04-002-02	Applicant Control Card (DS-905)
Description:	Card reference file containing information on status of applicant while being processed for employment.
Disposition:	Destroy when no longer needed for reference purposes.
DispAuthNo:	NN-173-128, item 1 Date Edited: 4/1/1999
A-04-002-03a	Trip Files.
Description:	Correspondence, reports and other documentation of recruitment trips, conferences, and speaking engagements. a. Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy when 5 years old. (NC1-59-80-5, item 2)
DispAuthNo:	N1-59-00-07, item 2a Date Edited: 9/7/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-002-03b	Trip Files.
Description:	Correspondence, reports, and other documentation of recruitment trips, conferences, and speaking engagements. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-07, item 2b
	Date Edited: 9/7/2001
A-04-002-04a	Applicant Files.
Description:	Delegated agreements and related records created under the authority of 5 U.S.C. 1104 between the OPM and agencies, allowing for the examination and certification of applicants for employment. Files include applications for employment (SF-171 or similar form) related forms, and correspondence, i.e. students. a. Cancelled and ineligible applications for positions filled from a register or inventory. Such documents include Optional form (OF) 612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format.
Disposition:	TEMPORARY. Cut off annually. Destroy 1 year after cutoff
DispAuthNo:	GRS 1, item 33k
	Date Edited: 10/13/2010
A-04-002-04b(1)	Applicant Files.
Description:	Delegated agreements and related records created under the authority of 5 U.S.C. 1104 between the OPM and agencies, allowing for the examination and certification of applicants for employment. Files include applications for employment (SF-171 or similar form) related forms, and correspondence, i.e. students. b. Eligible applications for positions filled from a register or inventory, including OF 612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format. (1) On active register or inventory.
Disposition:	TEMPORARY. Destroy 90 days after termination of the register or inventory, (except for those applications that may be brought forward to a new register or inventory, if any). (N1-GRS-02-
DispAuthNo:	GRS 1, item 1 item 33l(1) [el-o
	Date Edited: 10/13/2010

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-002-04b(2) Applicant Files.

Description: Delegated agreements and related records created under the authority of 5 U.S.C. 1104 between the OPM and agencies, allowing for the examination and certification of applicants for employment. Files include applications for employment (SF-171 or similar form) related forms, and correspondence, i.e. students.

b. Eligible applications for positions filled from a register or inventory, including OF 612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format.

(2) On inactive register or inventory.

Disposition: TEMPORARY. Cut off annually. Destroy 1 year after cut off.

DispAuthNo: GRS 1, item 33l(2) [el-two]

Date Edited: 10/13/2010

A-04-002-04c Applicant Files.

Description: Delegated agreements and related records created under the authority of 5 U.S.C. 1104 between the OPM and agencies, allowing for the examination and certification of applicants for employment. Files include applications for employment (SF-171 or similar form) related forms, and correspondence, i.e. students.

c. Ineligible or incomplete applications for positions filled by case examining. Such documents include OF 612, resumes, supplemental forms, whether in hard copy or electronic format.

Disposition: TEMPORARY. Cutoff annually. Destroy 2 years after cutoff.

DispAuthNo: GRS 1, item 33m

Date Edited: 10/13/2010

A-04-002-04d Applicant Files.

Description: Delegated agreements and related records created under the authority of 5 U.S.C. 1104 between the OPM and agencies, allowing for the examination and certification of applicants for employment. Files include applications for employment (SF-171 or similar form) related forms, and correspondence, i.e. students.

d. Eligible applications for positions filled by case examining that either are not referred to the hiring official or are returned to the examining office by the hiring official. Such documents include OF 612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format.

Disposition: TEMPORARY. Cut off annually. Destroy 2 years after cutoff.

DispAuthNo: GRS 1, item 33n

Date Edited: 10/13/2010

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-002-05	Dossiers - Successful Career (FSO) Candidates
Description:	Consists of correspondence, working papers, forms and other documentation developed in the course of pre-employment processing.
Disposition:	Destroy 10 years after year in which appointment is made. (NN-173-128, item 2)
DispAuthNo:	NC1-59-80-5, item 3 Date Edited: 4/1/1999
A-04-002-06	Dossiers - Unsuccessful Career (FSO) Candidates
Description:	Includes correspondence, working papers, applications, statements of reasons for wanting to join the Foreign Service, autobiographic data, and panel report.
Disposition:	Destroy 10 years after year in which exam is given. (NN-173-128, item 3)
DispAuthNo:	NC1-59-80-5, item 4 Date Edited: 4/1/1999
A-04-002-07a(1)	Dossiers-Foreign Service Reappointment Candidates.
Description:	a. Dossiers of Foreign Service Reappointment Candidates who took the oral examination. Correspondence and other documentation concerning reappointment to the Foreign Service including Qualifications Evaluation Report and report of oral examination. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Retire to RSC 2 years after the year of reappointment for transfer to WNRC. Destroy when 7 years old.
DispAuthNo:	N1-59-00-07, item 3a(1) Date Edited: 9/7/2001
A-04-002-07a(2)	Dossiers-Foreign Service Reappointment Candidates.
Description:	a. Dossiers of Foreign Service Reappointment Candidates who took the oral examination. Correspondence and other documentation concerning reappointment to the Foreign Service including Qualifications Evaluation Report and report of oral examination. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-07, item 3a(2) Date Edited: 9/7/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-002-07b(1)	Dossiers-Foreign Service Reappointment Candidates.
Description:	b. Dossiers of Foreign Service Reappointment Candidates who did not take the oral examination. Correspondence and other documentation concerning reappointment to the Foreign Service including Qualifications Evaluation Report. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy 2 years from the date of most recent documentation.
DispAuthNo:	N1-59-00-07, item 3b(1) Date Edited: 9/7/2001
A-04-002-07b(2)	Dossiers-Foreign Service Reappointment Candidates.
Description:	b. Dossiers of Foreign Service Reappointment Candidates who did not take the oral examination. Correspondence and other documentation concerning reappointment to the Foreign Service including Qualifications Evaluation Report. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-07, item 3b(2) Date Edited: 9/7/2001
A-04-002-08	Pre-employment Correspondence - Successful Applicants (Excluding those covered by Items 040205 and 040207)
Description:	Correspondence, forms, form letters, telegrams, etc., concerning applications for employment, security and medical clearances, job requirements, status of application, etc. Includes chronology sheets, interview reports, and Applicant Processing Form.
Disposition:	Destroy 2 years after applicant has been appointed.
DispAuthNo:	NN-173-168, item 1 Date Edited: 4/1/1999
A-04-002-09	Affirmative Action System
Description:	Affirmative Action Master - An on-line information system used to track the employment process of screened applicants to the Foreign Service for Affirmative Action purposes. Data includes personal information about the applicant.
Disposition:	Destroy when active agency use ceases.
DispAuthNo:	NC1-59-83-4, item 1 Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-002-10 Foreign Service Nationals Master

Description: Position Control System - An on-line information system containing information on each foreign national employed by the State Department and is used to make resource decisions for overseas posts. Data includes name, position identification, location, grade level, skill codes, and salary.

Disposition: Destroy when active agency use ceases.

DispAuthNo: NC1-59-83-4, item 22 **Date Edited:** 4/1/1999

A-04-002-11a Dossiers-Foreign Service Non-career Appointees.

Description: Includes correspondence and other documentation concerning appointment to the Foreign Service outside the examination process.

a. Recordkeeping copy (paper).

Disposition: TEMPORARY: Destroy 2 years from the date of most recent documentation.

DispAuthNo: N1-59-00-07, item 4a **Date Edited:** 9/13/2001

A-04-002-11b Dossiers-Foreign Service Non-career Appointments.

Description: b. Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-07, item 4b **Date Edited:** 9/13/2001

A-04-002-12a Recruitment and Employment Policy and Procedure Files.

Description: Correspondence, reports, reference material, policy documentation, and procedural matters relating to the development and administration of Recruitment and Employment.

a. Recordkeeping copy (paper).

Disposition: PERMANENT: Retire to RSC when 10 years old for transfer to WNRC. Transfer to NARA when 20 years old.

DispAuthNo: N1-59-00-07, item 5a **Date Edited:** 9/13/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-002-12b	Recruitment and Employment Policy and Procedure Files.
Description:	b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-07, item 5b
	Date Edited: 9/13/2001
A-04-002-13a	Diplomat-in-Residence General Subject Files.
Description:	Consists of general information regarding the Diplomat-in-Residence Program, correspondence with university officials regarding the program, participants report on the program. a. Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy when 3 years old.
DispAuthNo:	N1-59-00-07, item 6a
	Date Edited: 9/13/2001
A-04-002-13b	Diplomat-in-Residence General Subject Files.
Description:	b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-07, item 6b
	Date Edited: 9/13/2001
A-04-002-14a	Diplomat-in-Residence Case Files.
Description:	Correspondence with university and ambassador regarding appointment of Diplomat-in-Residence, and reports on evaluation of activities on campus. a. Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy when 3 years old.
DispAuthNo:	N1-59-00-07, item 7a
	Date Edited: 9/14/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-002-15b Diplomat-in-Residence Case Files.

Description: b. Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-07, item 7b

Date Edited: 9/14/2001

A-04-002-16a(1) Drug Testing Program Files.

Description: Drug testing program records created under Executive Order 12564 and Public Law 100-71, Section 503 (101 Stat. 468), EXCLUDING consolidated statistical and narrative reports concerning the operation of agency programs, including annual reports to Congress.

[NOTES: (1) Disciplinary action case files pertaining to actions taken against employees for drug use, drug possession, failure to comply with drug testing procedures, and similar matters are covered by GRS 1, item 30b, which authorizes destruction of records between 4 and 7 years after the case is closed. (2) Any records covered by item 040509 a-e that are relevant to litigation or disciplinary actions should be disposed of no earlier than the related litigation or adverse action case file(s)]

a. Drug test plans and procedures, [Excluding documents that are filed in "records sets" of formal issuances (directives, procedures, handbooks, operating manuals, and the like)]. Consist of copies of plans and procedures, with related drafts, correspondence, memoranda, and other records pertaining to the development of procedures for drug testing programs, including the determination of testing incumbents in designated positions.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY: Destroy when 3 years old or when superseded, obsolete, or no longer needed, whichever is later. [See note (2).]

DispAuthNo: GRS 1, item 36a

Date Edited: 11/6/2001

A-04-002-16a(2) Drug Testing Program Files.

Description: a. (2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: GRS 1, item 43a

Date Edited: 11/6/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-002-16b(1) Drug Testing Program Files.

Description: b. Employee Acknowledgment of Notice Forms

Files contain forms completed by employees whose positions are designated sensitive for drug testing purposes acknowledging they have received notice that they may be tested.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY: Destroy when employee separates from testing designated position. [See note (2).]

DispAuthNo: GRS 1, item 36b

Date Edited: 11/6/2001

A-04-002-16b(2) Drug Testing Program Files.

Description: b. (2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: GRS 1, item 43a

Date Edited: 11/6/2001

A-04-002-16c(1) Drug Testing Program Files.

Description: c. Selection/Scheduling Records.

Records relating to the selection of specific employees for testing and the scheduling of tests. Included are list of selectees, notification letters, and testing schedules.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY: Destroy when 3 years old. [See note (2).]

DispAuthNo: GRS 1, item 36c

Date Edited: 11/6/2001

A-04-002-16c(2) Drug Testing Program Files.

Description: c. (2) Electronic version of records created on electronic mail and word processing applications.

Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: GRS 1, item 43a

Date Edited: 11/6/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-002-16d(1) **Drug Testing Program Files.**

Description: d. Chain of Custody Records.

Records relating to the collection and handling of specimens. Consist of forms and other records used to maintain control and accountability of specimen from the point of collection to the final disposition of the specimen.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY: Destroy when 3 years old. [See note (2).]

DispAuthNo: GRS 1, item 36d(2) **Date Edited:** 11/6/2001

A-04-002-16d(2) **Drug Testing Program Files.**

Description: d. (2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: GRS 1, item 43a **Date Edited:** 11/6/2001

A-04-002-16e(1)(a) **Drug Testing Program Files.**

Description: e. Test Results

Records documenting individual test results. Included are reports of testing, notifications of employees/applicants and employing office documents relating to follow-up testing.

(1) Positive Results.

(a) Recordkeeping copy (paper).

Disposition: TEMPORARY: Retire to RSC when 1 year old for transfer to WNRC. Destroy when 10 years old.

DispAuthNo: GRS 1, item 36e(1) **Date Edited:** 11/6/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-002-16e(1)(b)	Drug Testing Program Files.
Description:	e. (1) (b) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	GRS 1, item 43a
Date Edited: 11/6/2001	
A-04-002-16e(2)(a)	Drug Testing Program Files.
Description:	e. (2) Negative Results. (a) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy when 3 years old.
DispAuthNo:	GRS 1, item 36e(2)
Date Edited: 11/6/2001	
A-04-002-16e(2)(b)	Drug Testing Program Files.
Description:	e. (2) (b) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	GRS 1, item 43a
Date Edited: 12/19/2003	

Chapter 04: Personnel Records

A-04-003-01a **FSO Written Examination Master File.**

Disposition: PERMANENT: Retire to RSC every 5 years for transfer to the WNRC. Transfer to the National Archives when 25 years old. (NC1-59-80-20, items 1a & 1b)

DispAuthNo: N1-59-00-07, item 9 **Date Edited:** 6/18/2007

A-04-003-02a Master File of Agenda and Minutes of the Board of Examiners of the Foreign Service.

Disposition: PERMANENT: Retire to RSC when 10 years old for transfer to WNRC. Transfer to National Archives when 25 years old.

DispAuthNo: N1-59-00-07, item 10a **Date Edited:** 9/10/2001

A-04-003-02b Master File of Agenda and Minutes of the Board of Examiners for the Foreign Service.

Description: b. Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-07, item 10b **Date Edited:** 9/12/2001

A-04-003-03a Examination General Subject Files.

Description: Arranged by subject. Includes correspondence and memoranda relating to preparation and grading of Written Examination by a contract testing service; procedures for oral examinations; lists of candidates designated for appointment; press releases or other publicity on examinations; and any other pertinent reports or studies.

a. Recordkeeping copy (paper).

Disposition: PERMANENT. Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 25 years old. (NC1-59-80-20, item 3)

DispAuthNo: N1-59-00-07, item 11a **Date Edited:** 9/10/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-003-03b	Examination General Subject Files.
Description:	Arranged by subject. Includes correspondence and memoranda relating to preparation and grading of Written Examination by a contract testing service; procedures for oral examinations; lists of candidates designated for appointment; press releases or other publicity on examinations; and any other pertinent reports or studies. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-07, item 11b
Date Edited:	9/12/2001
A-04-003-04	Readers' Reports on Written Examinations
Description:	Master File of Reports.
Disposition:	Permanent. Retire to RSC when 5 years old. Transfer to National Archives when 20 years old.
DispAuthNo:	NC1-59-80-20, item 4a
Date Edited:	4/1/1999
A-04-003-05	Summary and Oral Examination Rating Sheets
Description:	
Disposition:	Destroy 5 years after date of examination.
DispAuthNo:	NN-171-171, item 2
Date Edited:	4/1/1999
A-04-003-06	Candidate Card Record, 1960
Description:	Machine produced card records of candidates who have taken the written examination for appointment as a Foreign Service Officer. Shows date, type of examination taken and scores.
Disposition:	Destroy when 3 years old.
DispAuthNo:	NC1-59-83-6, item 1b
Date Edited:	4/1/1999
A-04-003-07a	Application for Designation to Take Written Examination - Includes applications, biographic and other data submitted by candidate
Description:	a. Applicants ruled ineligible to take or who are designated to take the written examination but withdraw or fail to appear for examination.
Disposition:	Destroy 6 months from date of examination.
DispAuthNo:	II-NNA-400, items 9a & 9b
Date Edited:	4/1/1999

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-003-07b	Application for Designation to Take Written Examination - Includes applications, biographic and other data submitted by candidate
Description:	b. Applicants who fail to pass written examination.
Disposition:	Destroy 1 year after date of examination.
DispAuthNo:	II-NNA-400, item 9c Date Edited: 4/1/1999
A-04-003-08a	Dossiers - Successful FSO Candidates
Description:	Dossiers of officer candidates who were certified for and accepted appointment. Includes correspondence with applicant, report of Oral Assessment, and information on experience. a. Recordkeeping copy (paper).
Disposition:	TEMPORARY: Retire to RSC 2 years after the year of appointment for transfer to WNRC. Destroy when 7 years old.
DispAuthNo:	N1-59-00-07, item 14a Date Edited: 4/1/1999
A-04-003-08b	Dossiers-Successful FSO Candidates
Description:	b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-07, item 14b Date Edited: 9/12/2001
A-04-003-09a(1)	Dossiers - Unsuccessful FSO Candidates
Description:	a. Dossiers of officer candidates who, after having taken the Written Examination, were determined to be eligible for the Oral Assessment but were not appointed. Includes correspondence with applicant, report of any Oral Assessment, and information on experience. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Retire to RSC 2 years after the year of the Written Examination for transfer to WNRC. Destroy when 7 years old. (NC1-59-83-6, item 3)
DispAuthNo:	N1-59-00-07, item 15a(1) Date Edited: 9/10/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-003-09a(2)	Dossiers-Unsuccessful FSO Candidates.
Description:	a. Dossiers of officer candidates who, after having taken the Written Examination, were determined to be eligible for the Oral Assessment but were not appointed. Includes correspondence with applicant, report of any Oral Assessment, and information on experience. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-07, item 15a(2) Date Edited: 9/12/2001
A-04-003-09b(1)	Dossiers-Unsuccessful FSO Candidates.
Description:	b. Dossiers of officer candidates who, after having passed the Qualifications Evaluation Panel process, took the oral examination but were not appointed. Includes correspondence with applicant, report of the oral examination, and information on experience. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy 2 years from the date of the most recent documentation.
DispAuthNo:	N1-59-00-07, item 15b(1) Date Edited: 9/12/2001
A-04-003-09b(2)	Dossiers-Unsuccessful FSO Candidates.
Description:	b. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-07, item 15b(2) Date Edited: 9/12/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-003-09c(1)	Dossiers-Unsuccessful FSO Candidates.
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Description:	c. Dossiers of officer candidates who failed the Qualifications Evaluation Panel Process or who, having passed that process, failed to take the oral examination. Includes correspondence with applicant and information on experience.
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(1) Recordkeeping copy (paper).

Disposition:	TEMPORARY: Retire to RSC 2 years after the year of the oral examination for transfer to WNRC. Destroy when 7 years old.
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DispAuthNo:	N1-59-00-07, item 15c(1)	Date Edited:	9/12/2001
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A-04-003-09c(2)	Dossiers-Unsuccessful FSO Candidates.
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Description:	c.
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(2) Electronic version of records created by electronic mail and word processing applications.

Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
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DispAuthNo:	N1-59-00-07, item 15c(2)	Date Edited:	9/14/2001
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A-04-003-10	Declaration Sheets
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Description:	Includes name and address of candidate and serial number of examination.
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Disposition:	Destroy after candidates have been notified of grades and grades have been recorded on permanent record card.
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DispAuthNo:	II-NNA-400, item 12	Date Edited:	6/18/2007
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A-04-003-11	Dossiers - Unsuccessful Applicants, Wriston Program
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Description:	Dossiers of personnel who were occupying positions in the Department which were declared dual service. These employees were never integrated into the Foreign Service because of failure to pass physical or oral examinations, were under age, lacked service time or voluntarily declined integration.
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Disposition:	Destroy all folders of candidates who are 55 years old or older.
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DispAuthNo:	II-NN-3412, item 2	Date Edited:	4/1/1999
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U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-003-12	Lateral Entry General Subject File
Description:	Consists of correspondence, reports and other documentation pertaining to policy and procedural matters affecting the Lateral Entry Program.
Disposition:	Retire policy documents to RSC when 5 years old for permanent retention. Destroy all non-policy material when 2 years old.
DispAuthNo:	NN-171-171, item 4
	Date Edited: 4/1/1999
A-04-003-13	Lateral Entry Case File
Description:	Consists of application, correspondence, Qualifications Evaluation Report, oral examination report and approved recommendations of Board.
Disposition:	Retire to RSC after 2 years. Destroy 8 years thereafter.
DispAuthNo:	NN-173-62, item 3
	Date Edited: 4/1/1999
A-04-003-14a	Dossiers-Successful Specialist Candidates.
Description:	Dossiers of specialist candidates who were certified for and accepted appointment. Includes correspondence with applicant, report of oral examination, and information on experience. a. Recordkeeping copy (paper).
Disposition:	TEMPORARY: Retire to RSC 2 years after the year of appointment for transfer to WNRC. Destroy when 7 years old. (NC1-59-83-6, item 4)
DispAuthNo:	N1-59-00-07, item 16a
	Date Edited: 9/7/2001
A-04-003-14b	Dossiers-Successful Specialist Candidates.
Description:	Dossiers of specialist candidates who were certified for and accepted appointment. Includes correspondence with applicant, report of oral examination, and information on experience. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-07, item 16b
	Date Edited: 9/7/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-003-15a(1)	Dossiers - Unsuccessful Specialist Candidates.
Description:	a. Dossiers of specialist candidates who, having passed the Qualification Evaluation Panel process, took the oral examination but were not appointed. Includes correspondence with applicant, report of oral assessment, and information on experience. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Retire to RSC 2 years after the year of the oral examination for transfer to WNRC. Destroy when 7 years old. (NC1-59-83-6, item 5)
DispAuthNo:	N1-59-00-07, item 17a(1) Date Edited: 9/7/2001
A-04-003-15a(2)	Dossiers-Unsuccessful Specialist Candidates.
Description:	a. Dossiers of specialist candidates who, having passed the Qualification Evaluation Panel process, took the oral examination but were not appointed. Includes correspondence with applicant, report of the oral examination, and information on experience. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-07, item 17a(2) Date Edited: 9/7/2001
A-04-003-15b(1)	Dossiers-Unsuccessful Specialist Candidates
Description:	b. Dossiers of specialist candidates who failed the Qualification Evaluation Panel process or who, having passed that process, failed to take the oral examination. Includes correspondence with applicant and information on experience. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy 2 years from the date of the most recent documentation.
DispAuthNo:	N1-59-00-07, item 17b(1) Date Edited: 9/12/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-003-15b(2)	Dossiers-Unsuccessful Specialist Candidates.
Description:	b. Dossiers of specialist candidates who failed the Qualification Evaluation Panel process or who, having passed that process, failed to take the oral examination. Includes correspondence with applicant and information on experience. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-07, item 17b(2) Date Edited: 9/7/2001
A-04-003-18	FSO Written Examination Applications and Answer Sheets.
Description:	Applications for FSO Written Examination and answer sheets for applicants who take that examination.
Disposition:	TEMPORARY: Destroy after 6 months.
DispAuthNo:	N1-59-00-07, item 13 Date Edited: 9/14/2001
A-04-003-19a	Examination Policy and Procedure File.
Description:	Consist of correspondence, reports, reference material, policy documentation and procedural matters relating to the development and administration of the Examination process. a. Recordkeeping copy (paper).
Disposition:	PERMANENT: Retire to RSC when 10 years old for transfer to WRNC. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-59-00-07, item 19a Date Edited: 9/17/2001
A-04-003-19b	Examination Policy and Procedure File.
Description:	b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-07, item 19b Date Edited: 9/17/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-003-20 **FSO Written Examination Results.**

Description: Registers of candidates' names and statistical tabulations submitted by the contract testing service.

Disposition: TEMPORARY: Retire to RSC when 7 years old for transfer to WNRC. Destroy when 20 years old.(NC1-59-80-20, item 4b)

DispAuthNo: NC1-59-00-07, item 12

Date Edited: 9/10/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

Personnel Statistics and Reports

A-04-004-01a General Subject File

Description: Correspondence, proposals, memoranda and other papers relating to the automation of various personnel programs, including inter-office correspondence between PER and Payroll.

Major policy, plans and procedures regarding PER reports including PER input into ADP.

1. Recordkeeping copy (paper)

Disposition: TEMPORARY: Retire inactive files when 5 years old to RSC for transfer to WNRC. Destroy when 15 years old. (NC-59-75-7, item 11a)

DispAuthNo: N1-59-00-08, item 1(1)

Date Edited: 7/12/2007

A-04-004-01b General Subject File

Description: Correspondence, proposals, memoranda and other papers relating to the automation of various personnel programs, including inter-office correspondence between PER and Payroll.

Major policy, plans and procedures regarding PER reports including PER input into ADP.

2. Electronic version of records created by electronic mail and word processing.

Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-08, item 1(2)

Date Edited: 7/12/2007

A-04-004-02 Personnel Audit Reports (PAR's)

Description: ADP report sheets filed alphabetically by name of employee. Reviewed for corrections and ultimately entered into the automated system on magnetic tape.

Disposition: Destroy when 2 years old.

DispAuthNo: NC-59-75-6, item 2

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-004-03 Global Employment Management System (GEMS).

Description: This corporate on-line system will provide comprehensive employment data for all direct-hire Department of State (DOS) employees and will be the primary system for processing DOS SF-50, personnel actions. Employment and position data are updated for each personnel-related action. The system will provide the most current information, as well as, maintain a complete chronological history on all employees. Data includes name, social security number, sex, citizenship, marital status, number and birth dates of eligible family members, date and place of employee's birth, career data such as educational levels, colleges attended, major subjects, skill codes, foreign language training and examination scores; job history data such as current position, title, grade, location and inclusive dates, previous assignments, including grades and dates, and data on employees and potential employees whose assignments are pending; organizational hierarchies, including accounting information; and additional data, such as awards, disciplinary actions, etc.

Disposition: See each item for specific NARA approved disposition.

DispAuthNo: N1-59-00-08 **Date Edited:** 6/18/2007

A-04-004-03a Global Employment Management System (GEMS).

Description: a. Information reflecting monthly personnel and position data for each calendar year, beginning 1998. This information reflects monthly transactions and end-of-year December personnel data for each calendar year, beginning December 1971 and information reflecting this data for each calendar year, beginning o/a January 1991.

Disposition: PERMANENT. Transfer data reflecting December personnel data for each calendar year beginning December 1971 in a format that meets NARA transfer requirements for electronic media at the time of transfer. (NC1-59-83-4, item 25a)

DispAuthNo: N1-59-00-08, item 4a **Date Edited:** 10/23/2002

A-04-004-03b Global Employment Management System (GEMS).

Description: b. All other storage media.

Disposition: TEMPORARY. Destroy when active agency use ceases. (NC1-59-83-4, item 25b)

DispAuthNo: N1-59-00-08, item 4b **Date Edited:** 10/23/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-004-03c(1)	Global Employment Management System (GEMS).
Description:	c. Outputs (1) Employee Profile - GEMS output that consist of ADP reports that reflect an employee's employment history during their tenure with the Department of State. Reviewed for corrections and ultimately entered into the automated Central Personnel System.
Disposition:	TEMPORARY. Destroy when 2 years old. (NC-59-75-6, item 2)
DispAuthNo:	N1-59-00-08, item 4c(1) Date Edited: 10/23/2002
A-04-004-03c(2)	Global Employment Management System (GEMS).
Description:	c. Outputs (2) Table of ADP Codes GEMS output that consist of Monthly computer printout used in conjunction with the Office of Personnel Management for entering data in the automated Central Personnel System.
Disposition:	TEMPORARY. Destroy when superseded. (NC-59-75-6, item 3)
DispAuthNo:	N1-59-00-08, item 4c(2) Date Edited: 10/23/2002
A-04-004-03c(3)	Global Employment Management System (GEMS).
Description:	Outputs - Staffing Patterns, Monthly Action Reports, and Report of Federal Civilian Employment (SF-113-A).
Disposition:	TEMPORARY. Destroy when 2 years old.
DispAuthNo:	GRS 1, item 16 Date Edited: 10/23/2002
A-04-004-03c(4)	Global Employment Management System (GEMS).
Description:	Output - General Personnel Statistical Studies. Includes Geographic Survey, Grade Breakdown by Organization, FSO Positions by Functions, Foreign Service Accessions, Men and Women Count by Grade, Excepted Positions, Labor Department Reports and Foreign Service Separations.
Disposition:	TEMPORARY. Delete when 2 years old or when no longer needed for reference purposes, whichever is later. (NC-59-75-6, item 2)
DispAuthNo:	N1-59-00-08, item 4c(4) Date Edited: 10/23/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-004-04a	Personnel Action Handbook
Description:	Master File set and history or background documents. 1. Recordkeeping copy (paper).
Disposition:	TEMPORARY. Retire when superseded to Records Service Center for transfer to WNRC. Destroy when 20 years old. (NC-59-75-6, item 4a)
DispAuthNo:	N1-59-00-08, item 2(1) Date Edited: 8/6/2007
A-04-004-04b	Personnel Action Handbook
Description:	Working papers and other related files.
Disposition:	Destroy when 2 years old.
DispAuthNo:	NC-59-75-6, item 4b Date Edited: 4/1/1999
A-04-004-05	OPM Input Actions (CPDF)
Description:	Office of Personnel Management Computer Printout of State Department Personnel Actions.
Disposition:	TEMPORARY. Destroy when 1 year old. (NC-59-75-6, item 5)
DispAuthNo:	N1-59-00-08, item 3 Date Edited: 6/26/2003
A-04-004-06	Personnel Employment Reports
Description:	Summary of Employment
Disposition:	TEMPORARY. Retire inactive reports to Personnel Policy Central Reference File.
DispAuthNo:	NC-59-75-7, item 1 Date Edited: 4/1/1999
A-04-004-07	Reserved for future use.
Description:	test
Disposition:	
DispAuthNo:	Reserved Date Edited: 10/23/2002
A-04-004-08	Personnel on Detail to other Agencies - Yearly Analytical Report
Description:	
Disposition:	TEMPORARY. Destroy when 1 year old.
DispAuthNo:	NC-59-75-7, item 3 Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-004-09	Reserved for future use		
Description:			
Disposition:			
DispAuthNo:	Reserved	Date Edited:	4/1/1999
A-04-004-10	Language Training Statistical Reports		
Description:			
Disposition:	TEMPORARY. Destroy when 1 year old.		
DispAuthNo:	NC-59-75-7, item 5	Date Edited:	4/1/1999
A-04-004-11	Semi-annual Report of Consultants on the Rolls of the Department		
Description:	Master List of Consultants.		
Disposition:	TEMPORARY. Retain in PER. Destroy when 20 years old or sooner if no longer needed for reference use.		
DispAuthNo:	NC-59-75-7, item 6	Date Edited:	4/1/1999
A-04-004-12	Periodic Statistical Reports		
Description:	Required to implement policy changes, including the hiring of consultants, termination of Foreign Service Reserve Officers, Service Computation Date Listings for FSR'S, etc.		
Disposition:	TEMPORARY. Destroy when 1 year old.		
DispAuthNo:	NC-59-75-7, item 7	Date Edited:	4/1/1999
A-04-004-13	Weekly Report of Personnel Actions, DS-1666 (Front Pages)		
Description:			
Disposition:	TEMPORARY. Destroy when 1 year old.		
DispAuthNo:	NC-59-75-7, item 8	Date Edited:	4/1/1999
A-04-004-15	Monthly Federal Employment Statistics Bulletins issued by the Office of Personnel Management		
Description:			
Disposition:	TEMPORARY. Destroy when no longer needed for reference.		
DispAuthNo:	Non-record	Date Edited:	4/1/1999

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-004-16a	Personnel From Side (PERFS)
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Description:	PERFS is an automated computer system used to prepare SF-52 (Request for Personnel Action) forms, electronically route them for all required approvals, and automatically update the central personnel and payroll databases. (System discontinued in April 1999)
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a. Master file maintained on network server.

Disposition:	TEMPORARY. File may be deleted when 10 years old. (N1-59-88-16)
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DispAuthNo:	N1-59-00-08, item 5a	Date Edited:	10/23/2002
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A-04-004-16b	Personnel From Side (PERFS)
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Description:	b. System tapes retained by IRM. Magnetic tape copies reflecting daily and monthly transactions of personnel data for each calendar year, beginning December 1985.
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Disposition:	TEMPORARY. Destroy after approval of this schedule.
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DispAuthNo:	N1-59-00-08, item 5b	Date Edited:	10/23/2002
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A-04-004-17a	Notification of Personnel Action - Chronological Copy.
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Description:	Standard Form 50, documenting all individual personnel actions such as employment, promotions, transfers, separations, exclusive of the copy in the Official Personnel Folder (OPF).
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Chronological file copy, including fact sheets, maintained in personnel offices. Recordkeeping copy (paper).

Disposition:	TEMPORARY. Destroy when 2 years old.
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DispAuthNo:	GRS 1, item 14a	Date Edited:	10/23/2002
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A-04-004-17b	Notification of Personnel Action - Chronological Copy.
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Description:	All other copies maintained in personnel offices.
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Disposition:	TEMPORARY. Destroy when 1 year old.
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DispAuthNo:	GRS 1, item 14b	Date Edited:	10/23/2002
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U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-004-18	Integrated Personnel Management System's (IPMS) Foreign Service Assignment Management Application (IFSAMA).
Description:	IFSAMA is a computer system that replaced the Automated Personnel Transactions System (APTS) in November 1997 and controls all phases of the Foreign Service personnel assignment and travel process. It tracks and reports on employee assignment, employee travel history, and the Foreign Service bidding process. It also collects training data, eligible family member information, employee and eligible family member medical information, tour of duty data and pending assignment data. Cartridge tape copies reflecting Foreign Service assignment and travel related data for each calendar month since November 1997.
Disposition:	TEMPORARY. Cut off annually. Delete when obsolete or no longer needed. (N1-59-88-15)
DispAuthNo:	N1-59-00-08, item 7
	Date Edited: 10/23/2002
A-04-004-19	Personnel Historical Information Storage House (PHISH).
Description:	PHISH is an information system that provides summarized information in specific areas of interest as identified by users in a graphical interface. It performs reporting, ad hoc queries, and maintenance and security for the reporting data. It captures both current and historical information on employee, position, and transaction data from 1992 to present. Magnetic tape copies reflecting monthly transactions of personnel data for each calendar year.
Disposition:	TEMPORARY. Destroy when no longer needed to backup GEMS.
DispAuthNo:	N1-59-00-08, item 8
	Date Edited: 10/23/2002
A-04-004-20	Post Personnel System (PS).
Description:	PS is a computer system that tracks employee and position data on Foreign Service National employees and employees hired and/or serving at overseas posts from both the Department of State and other federal agencies. Magnetic tape.
Disposition:	TEMPORARY. Cut off annually. Retain at Post for 5 years then transfer to RSC. Destroy after 5 years at RSC.
DispAuthNo:	N1-59-00-08, item 9
	Date Edited: 10/23/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-004-21	Automated Foreign Service Employment Recruitment System (AFSERS).
Description:	This system tracks employment applications for Foreign Service generalists and specialists. It maintains a register of qualified applicants for each program and includes security clearance and medical information on the applicant and family members.
Disposition:	TEMPORARY. Delete when no longer needed or superseded.
DispAuthNo:	N1-59-00-08, item 10
	Date Edited: 10/23/2002
A-04-004-22-25	Reserved for Future Use.
Description:	
Disposition:	
DispAuthNo:	Reserved
	Date Edited: 10/23/2002
A-04-004-26a	Official Personnel Folders (OPF)
Description:	a. Foreign Service Administrative Folders. Official personnel actions and related administrative records of Foreign Service employees, excluding performance ratings and related records documenting their service with the Department and any prior Federal service. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY. Retire to National Personnel Records Center (NPRC), St. Louis, 1 year after separation of employee.
DispAuthNo:	GRS 1, item 1
	Date Edited: 10/23/2002
A-04-004-26b	Official Personnel Folders (OPF)
Description:	Foreign Service Performance Folders. Performance ratings, commendations, training reports, Inspectors' reports, official reprimands, end-use summary reports, etc. of Foreign Service employees. (FS Act of 1980 as amended dated January 1992 P.L.. 96-465). (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY. Retire to RSC 1 year after separation of employee for transfer to WNRC. Destroy 15 years after separation.
DispAuthNo:	N1-59-00-08, item 11b(1)
	Date Edited: 10/24/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-004-26c	Official Personnel Folders (OPF)
Description:	Civil Service Administrative Folders. Recordkeeping copy (paper). Official Personnel Folders of Civil Service employees, consisting of record copies of documents covering their entire Federal service as prescribed in the OPM operating manual, Guide to Personnel Recordkeeping and related Department guidelines.
Disposition:	TEMPORARY. Retire to NPRC, St. Louis, within 90 days after separation of employee. (Sunset Document, FPM Suppl. 293-31)
DispAuthNo:	GRS 1, item 1
	Date Edited: 10/24/2002
A-04-004-26d(1)(a)	Official Personnel Folders (OPF)
Description:	Civil Service Employee Performance Folders. Recordkeeping copy (paper) Temporary Non-SES Civil Service Performance Documents. Performance ratings, commendations, training reports, awards, promotions, Upward Mobility Progress Evaluation Reports, etc.
Disposition:	TEMPORARY. Retire to NPRC with the Administrative Folder (on the left side) 90 days after separation of employee.
DispAuthNo:	GRS 1, item 23a(4)
	Date Edited: 10/29/2002
A-04-004-26d(2)(a)	Official Personnel Folders (OPF)
Description:	Senior Executive Service (SES) Performance Documents. Recordkeeping copy (paper). Performance ratings and plans, training reports, commendations, reprimands, etc.
Disposition:	TEMPORARY. Retire to NPRC with the Administrative Folder (on the left side) 90 days after separation of employee.
DispAuthNo:	GRS 1, item 11b(3)
	Date Edited: 10/29/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-004-27a Employee Service Record.

Description: a. Electronic Records.

Effective January 1995, an on-line information system has provided service card data for each Civil Service and Foreign Service employee who separated or transferred from the Department since 1988. Information contains the Personnel Audit Report (PAR) and information from the last separation Notification of Personnel Action (SF-50). Data is downgraded to magnetic tape to perform an annual backup of all data associated with the Folder System.

Disposition: TEMPORARY. Retain on magnetic tape in the Department's Human Resources Records Division (HR/EX/ADM/RM) until no longer needed for reference purposes. (NC1-59-80-16)

DispAuthNo: N1-59-00-08, item 12a **Date Edited:** 10/29/2002

A-04-004-27b Employee Service Record.

Description: b. Paper records 1976 thru 1994.

Information consists of Personnel Audit Report (PAR) and the last Notification of Personnel Action (SF-50).

Disposition: TEMPORARY. Retain in the Department's Human Resources Records Division (HR/EX/ADM/RM) until no longer needed for reference purposes.

DispAuthNo: N1-59-00-08, item 12b **Date Edited:** 10/29/2002

A-04-004-27c Employee Service Record.

Description: Microfilm Copies - 1940 to 1975.

Disposition: PERMANENT: Transfer immediately to NARA upon approval of this schedule.

DispAuthNo: N1-59-00-08, item 12c **Date Edited:** 10/30/2002

A-04-004-28 Administrative Clearances for Separation (DA-8A).

Description: Contains original form prepared by administrative office in the Department or at post at the time employee separates from either the Foreign Service or Civil Service, indicating the return of security identification card, parking permit, dining room pass, or library card. This item does not include forms DS-8, Fiscal Clearance for Final Salary Payment, or OF-109, Separation Statement.

a. Recordkeeping copy (paper).

Disposition: TEMPORARY. Destroy 6 months after separation of employee.

DispAuthNo: N1-59-00-08, item 13a **Date Edited:** 10/30/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-004-29 **Freedom of Information and Privacy Acts Card File.**

Description: Alphabetical card file of individuals requesting access to personnel records under provisions of the Freedom of Information and Privacy Acts, showing the nature of the request, the action taken on the request and the time spent.

Disposition: TEMPORARY. Destroy 6 years after date of last entry.

DispAuthNo: GRS 14, item 13a **Date Edited:** 10/30/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

Director General of the Foreign Service

A-04-005-01a Director General Messages

Description: Communications between the Director General of the Foreign Service and the Principal Officer of a Foreign Service post on sensitive personnel matters (captioned DIRGEN CHANNEL). Also included are communications dealing with agreement requests for American Ambassadors and Ministers as well as matters relating to the appointment, resignation, or transfer of an American Chief of Mission or Charge d'Affairs (captioned AGREEMENT CHANNEL).

a. Recordkeeping copy (paper).

Disposition: TEMPORARY: Destroy when 5 years old.(NC1-59-79-9)

DispAuthNo: N1-59-00-01, item 1a

Date Edited: 6/18/2007

A-04-005-01b Director General Messages.

Description:

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-01, item 1b

Date Edited: 6/18/2007

A-04-005-02a Correspondence Files.

Description: Consists of letters, telegrams, memoranda and miscellaneous correspondence, prepared by the Director General pertaining to administrative and sensitive personnel matters, etc.

a. Recordkeeping copy (paper)

Disposition: TEMPORARY. Retire to RSC when 2 years old for transfer to WNRC. Destroy when 5 years old.

DispAuthNo: N1-59-00-01, item 2a

Date Edited: 6/18/2007

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-005-02b **Correspondence Files.**

Description: Consists of letters, telegrams, memoranda, and miscellaneous correspondence, prepared by the Director General pertaining to administrative and sensitive personnel matters, etc.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-01, item 2b

Date Edited: 6/18/2007

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

Civil Service Personnel Management

A-04-006-01a(1) **Civil Service Personnel Management**

Official Position Descriptions.

Description: a. Master

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY. Destroy 5 years after position is abolished or description is superseded.

DispAuthNo: N1-59-00-09, item 1a(1)

Date Edited: 6/19/2002

A-04-006-01a(2) **Official Position Descriptions.**

Description: (2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-09, item 1a(2)

Date Edited: 6/19/2002

A-04-006-01b **Official Position Descriptions.**

Description: b. All other copies.

Disposition: TEMPORARY. Destroy 2 years after position is abolished or description is superseded. (GRS 1, item 7b)

DispAuthNo: N1-59-00-09, item 1b

Date Edited: 6/19/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-006-02a Merit Promotion Applicant Files.

Description: Files relate to Department employees and applicants outside the Department. Included are requests for personnel action (SF-52), vacancy announcements, crediting plans, applications for Federal employment, performance appraisals, panel ratings and summary sheets and related correspondence. Consist of DS-1740, Panel Evaluation Report, DS-1738, Application for Vacancy, request for Merit Promotion Certificate, DS-1737, Job Opportunity Announcement, DS-1739, Experience and Qualifications Statement for Top Ranking Candidates, DS-1297, Merit Promotion and Placement Certificate, position description and related correspondence.

a. Recordkeeping copy (paper).

Disposition: TEMPORARY. Retire to RSC 1 year after personnel action. Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner. (GRS 1, item 32)

DispAuthNo: N1-59-00-09, item 2a

Date Edited: 6/19/2002

A-04-006-02b Merit Promotion Applicant Files.

Description: b. Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-09, item 2b

Date Edited: 6/19/2002

A-04-006-03 RESERVED.

Description:

Disposition:

DispAuthNo: Reserved

Date Edited: 6/19/2002

A-04-006-04 Automated Staffing Control System.

Description: This on-line system facilitates the tracking of applicants. It provides access to pertinent applicant data, employment applications, vacancy announcement and position description numbers, qualifications and scores of applicants and action taken on selections/non selections.

Disposition: TEMPORARY. Delete 2 years after the personnel action is completed.

DispAuthNo: N1-59-00-09, item 4

Date Edited: 6/19/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-006-05a	Pre-Appointment Files.
Description:	Files relate to Department employees and applicants outside the Department selected for vacancies. Included are copies of applications for employment, position descriptions, SF-52, Request for Personnel Action, finger print charts, security clearances, and other related correspondence. a. Recordkeeping copy (paper).
Disposition:	TEMPORARY. Transfer documents appropriate for the Official Personnel Folder (OPF) and destroy remainder once individual enters on duty.
DispAuthNo:	N1-59-00-09, item 5a
	Date Edited: 6/19/2002
A-04-006-05b	Pre-Appointment Files.
Description:	b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-09, item 5b
	Date Edited: 6/19/2002
A-04-006-06a	Priority Consideration Files.
Description:	Files relate to Department employees and applicants outside the Department. Included are applications for Federal employment, correspondence that documents eligibility for priority consideration, and other correspondence pertinent to the case. a. Recordkeeping copy (paper).
Disposition:	TEMPORARY. Cut off files at end of calendar year in which person was placed in position. Destroy 1 year after cutoff.
DispAuthNo:	N1-59-00-09, item 6a
	Date Edited: 6/19/2002
A-04-006-06b	Priority Consideration Files.
Description:	b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-09, item 6b
	Date Edited: 6/19/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-006-07 **RESERVED.**

Description:

Disposition:

DispAuthNo: Reserved **Date Edited:** 6/19/2002

A-04-006-08a **Senior Executive Service (SES) Staffing Files.**

Description: Files relate to Department employees and applicants outside the Department. Included are requests for personnel action (SF-52), vacancy announcement, applications for Federal employment, performance appraisals, panel rating and summary sheets and related correspondence.

a. Recordkeeping copy (paper).

Disposition: TEMPORARY. Destroy after OPM audit or 2 years after personnel action is completed, whichever is sooner. (GRS 1, item 15)

DispAuthNo: N1-59-00-09, item 8a **Date Edited:** 6/19/2002

A-04-006-08b **Senior Executive Service (SES) Staffing Files.**

Description: b. Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-09, item 8b **Date Edited:** 6/19/2002

A-04-006-09a(1) **Senior Executive Service (SES) Performance Documents.**

Description: (1) Performance records superseded through an administrative, judicial, or quasi-judicial procedure.

a. Recordkeeping copy (paper).

Disposition: TEMPORARY. Destroy when superseded. (GRS 1, item 23b(1))

DispAuthNo: N1-59-00-09, item 9(1)a **Date Edited:** 8/2/2007

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-006-09a(2)	Senior Executive Service (SES) Performance Documents.		
Description:	(2) Electronic version of records created by electronic mail and word processing applications.		
Disposition:			
DispAuthNo:	N1-59-00-09, item 9(1)b	Date Edited:	8/2/2007
A-04-006-09b(1)(a)	Senior Executive Service (SES) Performance Documents.		
Description:	2. Performance-related records pertaining to a former SES appointee. a. Latest rating of record that is less than 5 years old, performance plan upon which it is based, and any summary rating. (GRS 1, item 23b (2)(a)) (1) Recordkeeping copy (paper).		
Disposition:	TEMPORARY. Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee leaves Federal service.		
DispAuthNo:	N1-59-00-09, item 9(2)a(1)	Date Edited:	8/2/2007
A-04-006-09b(1)(b)	Senior Executive Service (SES) Performance Documents.		
Description:	(2) Electronic version of records created by electronic mail and word processing applications.		
Disposition:	TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-00-09, item 9(2)a(2)	Date Edited:	8/2/2007
A-04-006-09b(2)(a)	Senior Executive Service (SES) Performance Documents.		
Description:	b. All other performance ratings and plans. (1) Recordkeeping copy (paper).		
Disposition:	TEMPORARY. Destroy when 5 years old, or when no longer needed, whichever is sooner. (GRS 1, item 23b(2)(b))		
DispAuthNo:	N1-59-00-09, item 9(2)b(2)	Date Edited:	8/2/2007

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-006-09b(2)(b)	Senior Executive Service (SES) Performance Documents.		
Description:	(2) Electronic version of records created by electronic mail and word processing applications.		
Disposition:	TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-00-09, item 9(2)b(2)	Date Edited:	8/2/2007
A-04-006-09c(1)	Senior Executive Service (SES) Performance Documents.		
Description:	3. All other performance appraisals, along with job elements and standards (job expectations) upon which they are based, EXCLUDING those for SES appointees serving on a Presidential appointment. a. Recordkeeping copy (paper).		
Disposition:	TEMPORARY. Destroy 5 years after date of appraisal. (GRS 1, item 23b(3))		
DispAuthNo:	N1-59-00-09, item 9(3)a	Date Edited:	8/6/2007
A-04-006-09c(2)	Senior Executive Service (SES) Performance Documents.		
Description:	b. Electronic version of records created by electronic mail and word processing applications.		
Disposition:	TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-00-09, item 9(3)b	Date Edited:	8/6/2007
A-04-006-09d(1)	Senior Executive Service (SES) Performance Documents.		
Description:	4. Supporting documents. a. Recordkeeping copy (paper).		
Disposition:	TEMPORARY. Destroy 5 years after date of appraisal or when no longer needed, whichever is sooner. (GRS 1, item 23b(4))		
DispAuthNo:	N1-59-00-09, item 9(4)a	Date Edited:	8/6/2007

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-006-09d(2)	Senior Executive Service (SES) Performance Documents.		
Description:	b. Electronic version of records created by electronic mail and word processing applications.		
Disposition:	TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-00-09, item 9(4)b	Date Edited:	8/6/2007

A-04-006-10	RESERVED.		
Description:			
Disposition:			
DispAuthNo:	Reserved	Date Edited:	6/19/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

Awards and Incentives

A-04-007-01a(1) Awards General Subject File

Description: Consists of correspondence, reports, memoranda, staff studies and other documentation of the establishment and administration of awards.

a. Material documenting the establishment of specific awards.

(1) Recordkeeping copy (paper)

Disposition: Temporary. Retire to RSC when 5 years old for transfer to WNRC. Destroy when 50 years old. (NC-59-75-8, item 1a)

DispAuthNo: N1-59-00-11, item 10a(1)

Date Edited: 4/16/2002

A-04-007-01a(2) Awards General Subject Files.

Description: a. Material documenting the establishment of specific awards.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Temporary. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-11, item 10a(2)

Date Edited: 4/16/2002

A-04-007-01b(1) Awards General Subject File

Description: b. All other material including vouchers and reports.

(1) Recordkeeping copy (paper)

Disposition: Temporary. Destroy when 5 years old. (NC-59-75-8, item 1b)

DispAuthNo: N1-59-00-11, item 10b(1)

Date Edited: 4/16/2002

A-04-007-01b(2) Awards General Subject Files.

Description: b. All other material including vouchers and reports.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Temporary. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-11, item 10b(2)

Date Edited: 4/16/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-007-02a	Programs from Honor Awards Ceremonies
Description:	a. Recordkeeping copy (paper)
Disposition:	Temporary. Destroy when 10 years old. Earlier destruction is authorized if no longer needed for administrative use. (NC-59-75-8, item 2)
DispAuthNo:	N1-59-00-11, item 11a Date Edited: 4/16/2002
A-04-007-02b	Programs from Honor Awards Ceremonies.
Description:	b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	Temporary. Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-11, item 11b Date Edited: 4/16/2002
A-04-007-03a	Employee Suggestion Files
Description:	Suggestion Program Form (DS-1856) and related office and post correspondence submitted under the Department's beneficial suggestions programs. a. Recordkeeping copy (paper)
Disposition:	Temporary. Destroy 2 years after case is closed. (NC-59-75-8, item 3)
DispAuthNo:	N1-59-00-11, item 12a Date Edited: 4/16/2002
A-04-007-03b	Employee Suggestion Files.
Description:	b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	Temporary. Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-11, item 12b Date Edited: 4/16/2002
A-04-007-04	Cash Award Vouchers
Description:	Initiating office copy of vouchers for funds paid out to employees in the form of cash awards.
Disposition:	Destroy when 1 year old.
DispAuthNo:	NC-59-75-8, item 4 Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-007-05 Employee Blood Donor Record Card File

Description: For emergency use in cases where blood is needed by an employee of the Department or a member of an employee's family.

Disposition: Destroy when 50 years old.

DispAuthNo: NC-59-75-8, item 5 **Date Edited:** 4/1/1999

A-04-007-06a Combined Federal Campaign Records.

Description: Including list of quotas, pink copy of Keyman's report by office, and other related documents.

a. Recordkeeping copy (paper).

Disposition: TEMPORARY: Destroy after GAO audit or when 3 years old, whichever is sooner. (GRS 2, item 15)

DispAuthNo: N1-59-00-10, item 1a **Date Edited:** 2/27/2002

A-04-007-06b Combined Federal Campaign Records.

Description: b. Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: GRS 2, item 31a **Date Edited:** 2/27/2002

A-04-007-07a U.S. Savings Bond Drive Records.

Description: Including correspondence regarding participation, quotas, distribution, organization and publicity.

a. Recordkeeping copy (paper).

Disposition: TEMPORARY: Destroy when 2 years old. (NC-59-75-8, item 7)

DispAuthNo: N1-59-00-10, item 2a **Date Edited:** 2/27/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-007-07b	U.S. Savings Bond Drive Records
Description:	b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-10, item 2b
	Date Edited: 2/27/2002
A-04-007-08	Blood Donor Program Records
Description:	Including correspondence covering emergency needs, "Gallon Club" member list, Blood Drive correspondence, and printing specifications and requisitions for Blood Donor Certificates.
Disposition:	Destroy when 3 years old.
DispAuthNo:	NC-59-75-8, item 8
	Date Edited: 4/1/1999
A-04-007-09a	Discipline Case Files on Foreign Service and Civil Service Employees.
Description:	Case files consisting of personnel sensitive reports of investigations concerning allegations of misconduct, disciplinary actions taken, various correspondence, memoranda, and other documentation pertaining to the case. a. Recordkeeping copy (paper).
Disposition:	TEMPORARY: Cut off file when case is closed. Retire to RSC 5 years after cutoff for transfer to WNRC. Destroy 20 years after cutoff.
DispAuthNo:	N1-59-00-10, item 3a
	Date Edited: 2/27/2002
A-04-007-09b	Discipline Case Files on Foreign Service and Civil Service Employees.
Description:	b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-10, item 3b
	Date Edited: 2/27/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-007-10a	Alternative Dispute Resolution (ADR) Program Files.
Description:	Documents reflect notes on ADR cases, agreements to mediate, settlement agreements, memorandums of understanding and case documentation. a. Recordkeeping copy (paper).
Disposition:	TEMPORARY: Cut off file when dispute is resolved. Retire two RSC 5 years after cutoff for transfer to WNRC. Destroy 10 years after cutoff.
DispAuthNo:	N1-59-00-10, item 5a Date Edited: 2/27/2002
A-04-007-10b	Alternative Dispute Resolution (ADR) Program Files.
Description:	b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-10, item 5b Date Edited: 10/30/2001
A-04-007-11	Grievance, Appeals and Disciplinary Tracking and Reporting (GADTRAKS).
Description:	This database provides historical and statistical data on conduct suitability and discipline case files on Foreign Service and Civil Service employees. Includes pertinent data on employee, type of case, received and resolved dates, specialist assigned to the case, action taken, and status.
Disposition:	TEMPORARY: Retain in HR/ER office. Delete individual case when active agency use ceases.
DispAuthNo:	N1-59-00-10, item 6 Date Edited: 10/30/2001
A-04-007-12a(1)	Workers Compensation Claim Files.
Description:	Consist of medical information, medical bill payments, reimbursement requests, Department of Labor's Office of Workers' Compensation Programs (OWCP) correspondence, agency and employee responses to OWCP's request for information. Excludes copies filed in the Employee Medical Folder and copies submitted to the Department of Labor. a. Minor Claims Files (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Cut off on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff. (GRS 1, item 31)
DispAuthNo:	N1-59-00-10, item 7a(1) Date Edited: 6/19/2007

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-007-12b	Workers Compensation Claim Files.
Description:	a. Minor Claims Files (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-10, item 7a(2) Date Edited: 6/19/2007
A-04-007-13	Workers Compensation Tracking System.
Description:	This database system includes all workers' compensation claims filed by employees. It allows for tracking the progress of claims and providing information in response to requests made by Office of Worker's Compensation Program (OWCP). Included is pertinent data on employee, type of injury, status of claim, etc.
Disposition:	TEMPORARY: Retain in HR/ER office. Delete individual record when active agency use ceases.
DispAuthNo:	N1-59-00-10, item 8 Date Edited: 2/27/2002
A-04-007-13b(1)	Workers Compensation Claim Files.
Description:	b. Major Claims Files. (1). Recordkeeping copy (paper).
Disposition:	TEMPORARY: Cut off on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff.
DispAuthNo:	GRS 1, item 31 Date Edited: 2/27/2002
A-04-007-13b(2)	Workers Compensation Claim Files.
Description:	b. Major Claims Files. (2). Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	GRS 1, item 43a Date Edited: 2/27/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-007-14a	Reasonable Accommodations Case Files.
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Description:	Documents reflect requests by employees for reasonable accommodations. Includes Personnel Audit Report (PAR) printouts, intake forms (determinations of qualified disabled) accommodation efforts for disability retirement purposes, and related correspondence.
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	a. Recordkeeping copy (paper).
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Disposition:	TEMPORARY: Destroy 3 years after separation of employee.
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DispAuthNo:	N1-59-00-10, item 9a	Date Edited:	2/27/2002
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A-04-007-14b	Reasonable Accommodations Case Files.
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Description:	b. Electronic version of records created by electronic mail and word processing applications.
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Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
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DispAuthNo:	N1-59-00-10, item 9b	Date Edited:	2/27/2002
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A-04-007-15	Reasonable Accommodations Tracking System.
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Description:	This database contains pertinent data on employees requesting reasonable accommodations including type of disability, nature of accommodation, etc.
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Disposition:	TEMPORARY: Retain in HR/ER office. Delete individual record when active agency use ceases.
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DispAuthNo:	N1-59-00-10, item 10	Date Edited:	2/27/2002
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A-04-007-16a	Federal Employees Health Benefits (FEHB) and Federal Employees Group Life Insurance (FGLI) Subject Files.
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Description:	a. Procedures and guidelines for the FEHB and FGLI programs.
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	Includes information on eligibility, FEHB open season, FGLI open enrollment, Temporary Continuation of Coverage (TCC), grandchildren, leave without pay, dual enrollment, certificate of incapacity, refunds, etc.
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Disposition:	TEMPORARY: Destroy when superseded.
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DispAuthNo:	N1-59-00-10, item 13a	Date Edited:	2/27/2002
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U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-007-16b(1)	Federal Employees Health Benefits (FEHB) and Federal Employees Group Life Insurance (FGLI) Subject Files.
Description:	b. Certificate of Incapacity Files. Includes sensitive correspondence on dependent children who are incapable of self-support and continued FEHB coverage beyond age 22. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy upon separation of employee.
DispAuthNo:	N1-59-00-10, item 13b(1) Date Edited: 2/27/2002
A-04-007-16b(2)	Federal Employees Health Benefits (FEHB) and Federal Employees Group Life Insurance (FGLI) Subject Files.
Description:	b. (2) Electronic version of records created on electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-10, item 13b(2) Date Edited: 2/27/2002
A-04-007-16c(1)	Federal Employees Health Benefits (FEHB) and Federal Employees Group Life Insurance (FGLI) Subject Files.
Description:	c. Requests for Refund Files. Includes correspondence regarding erroneous deductions of premiums for health and life insurance. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy when 1 year old.
DispAuthNo:	N1-59-00-10, item 13c(1) Date Edited: 2/27/2002
A-04-007-16c(2)	Federal Employees Health Benefits (FEHB) and Federal Employees Group Life Insurance (FGLI) Subject Files.
Description:	c. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-10, item 13c(2) Date Edited: 2/27/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-007-17 State Magazine Tracking System.

Description: This database contains names and addresses of employees who wish to receive the State Magazine.

Disposition: TEMPORARY: Delete individual record when no longer needed. (GRS 13, item 4a)

DispAuthNo: N1-59-00-10, item 14

Date Edited: 2/27/2002

A-04-007-18a Disability Retirement Case Files.

Description: Case files consisting of certification of reasonable access efforts, correspondence, and copies of standard forms used for disability retirement, such as SF-3102F.

a. Recordkeeping copy (paper).

Disposition: TEMPORARY: Destroy when 5 years old.

DispAuthNo: N1-59-00-10, item 15a

Date Edited: 2/27/2002

A-04-007-18b Disability Retirement Case Files.

Description: b. Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-10, item 15b

Date Edited: 2/27/2002

A-04-007-19 Awards Database.

Description: Information relates to Foreign Service and Civil Service employees and is used to update Personnel Audit Reports, for reporting as required by the consent decree in class action suits, and analysis and distribution of awards. Includes data such as name, social security number, grade, assignment, type of award, sex, approval date, dollar amount, hours (for time off), and basis of award.

Disposition: Temporary. Retain in HR/PE office. Destroy when active agency use ceases.

DispAuthNo: N1-59-00-11, item 9

Date Edited: 4/16/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

Position and Pay Management

A-04-008-01a	Official Position Descriptions
Description:	Recordkeeping copy (paper). Record copy of position descriptions that include information on title, series, grade, duties and responsibilities, and related documents.
Disposition:	TEMPORARY. Destroy 2 years after position is abolished or description is superseded.
DispAuthNo:	GRS 1, item 7b
	Date Edited: 1/14/2002
A-04-008-01b	Position Descriptions.
Description:	Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	GRS 1, item 43a
	Date Edited: 1/14/2002
A-04-008-02	Staffing Patterns
Description:	Copies of staffing patterns for Departmental units and Foreign Service posts.
Disposition:	Destroy when superseded.
DispAuthNo:	NN-166-54, item 1
	Date Edited: 4/1/1999
A-04-008-03	Chronological Files.
Description:	Extra copies of documents of outgoing communications of all types, arranged chronologically without regard to subject. The official record copy is filed in the designated recordkeeping program file.
Disposition:	TEMPORARY: Destroy when 1 year old, or sooner if no longer needed for current operation.
DispAuthNo:	N1-59-00-14, item 8
	Date Edited: 1/14/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-008-04a	Classification General Subject and Organizational Files - Correspondence, memoranda, reports, circulars, studies, audits and other papers on classification cases, reorganizations, Schedule C positions, Supergrades, Chief of Mission and other matters
Description:	a. Records on significant classification policies, procedures, studies, reports and surveys.
Disposition:	Permanent.
DispAuthNo:	RRP-NN-464-7
	Date Edited: 4/1/1999
A-04-008-04c	Classification General Subject and Organizational Files - Correspondence, memoranda, reports, circulars, studies, audits and other papers on classification cases, reorganizations, Schedule C positions, Supergrades, Chief of Mission and other matters
Description:	c. Case files on certain types of positions such as Schedule C, Supergrade, Chief of Mission, etc.
Disposition:	Destroy when superseded or when case ceases to have value as a precedent.
DispAuthNo:	NN-173-138, item 1c
	Date Edited: 4/1/1999
A-04-008-05a	Position Designation File
Description:	Correspondence, memorandums, reports, requests for changes and other papers on designation of positions as Civil Service or Foreign Service. Arranged by organizational unit and occupational group
	a. Copies of completed studies and significant policies, procedures and organizational papers.
Disposition:	Permanent.
DispAuthNo:	RRP-NN-464-7
	Date Edited: 4/1/1999
A-04-008-05b	Position Designation File
Description:	Correspondence, memorandums, reports, requests for changes and other papers on designation of positions as Civil Service or Foreign Service. Arranged by organizational unit and occupational group
	b. All papers other than those described in "a" above.
Disposition:	Destroy when superseded or obsolete.
DispAuthNo:	NN-166-54, item 5
	Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-008-06	Position Control System
Description:	Position Control Master - This on-line information system contains data on each American personnel position in the State Department on a worldwide basis.
Disposition:	Destroy when active agency use ceases.
DispAuthNo:	NC1-59-83-4, item 21 Date Edited: 4/1/1999
A-04-008-07a(1)	Classification Survey Data Files.
Description:	a. Consist of classification reports, conversion charts and surveys, and other related correspondence. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Retire to RSC when 1 year old for transfer to WNRC. Destroy when 10 years old.
DispAuthNo:	N1-59-00-14, item 3a(1) Date Edited: 1/14/2002
A-04-008-07a(2)	Classification Survey Data Files.
Description:	a. Consist of classification reports, conversion charts and surveys, and other related correspondence. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	GRS 1, item 43a Date Edited: 1/14/2002
A-04-008-07b	Classification Survey Data Files.
Description:	b. Microfilm copies: Silver halide original and positive vesicular microfilm copy.
Disposition:	TEMPORARY: Destroy when 10 years old or when no longer needed for reference purposes.
DispAuthNo:	N1-59-00-14, item 3b Date Edited: 1/14/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-008-07c(1)	Classification Survey Data Files.
Description:	c. Correspondence, reports and other records relating to inspections, surveys, desk audits and evaluations, etc. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy when 3 years old or 2 years after inspection by OIG, whichever is sooner.
DispAuthNo:	GRS 1, item 7c(1) Date Edited: 1/14/2002
A-04-008-07c(2)	Classification Survey Data Files.
Description:	c. Correspondence, reports and other records relating to inspections, surveys, desk audits and evaluations, etc. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	GRS 1, item 43a Date Edited: 1/14/2002
A-04-008-07d(1)(a)	Classification Survey Data Files.
Description:	d. Background material including copies of communications, memoranda, worksheets, questionnaires and other material collected or created in preparing various classification reports, studies, and surveys. (1) Routine cases. (a) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy 1 year after completion of related survey or study.
DispAuthNo:	N1-59-00-14, item 3d(1)(a) Date Edited: 1/14/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-008-07d(1)(b)	Classification Survey Data Files
Description:	(1) Routine cases. (b) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	GRS 1, item 43a
	Date Edited: 1/14/2002
A-04-008-07d(2)(a)	Classification Survey Data Files.
Description:	(2) Precedent cases. (a) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy when of no further reference value.(NN-173-138, item 1b)
DispAuthNo:	N1-59-00-14, Item 3d(2)(a)
	Date Edited: 4/1/1999
A-04-008-07d(2)(b)	Classification Survey Data Files.
Description:	(2) Precedent cases. (b) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-14, item 3d(2)(b)
	Date Edited: 1/14/2002
A-04-008-08a	Case files for reclassification, position appeals, reclassification standards, job series, etc.
Description:	a. Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy 3 years after case is closed, or when case ceases to have value as a precedent.
DispAuthNo:	GRS 1, item d(1)
	Date Edited: 1/14/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-008-08b	Case files for reclassification, position appeals, reclassification standards, job series, etc.
Description:	b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-14, item 4b
	Date Edited: 1/14/2002
A-04-008-09a	Subject Files.
Description:	Consist of correspondence, memorandum and reports documenting the development and implementation of policies, regulations, and procedures concerning the personnel management of all direct hire and personal services contract Foreign Service National (FSN) employees. Also includes correspondence documenting policies and procedures to offices in the Department, other Federal agencies and post overseas on personnel issues. a. Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy when 10 years old.
DispAuthNo:	N1-59-00-14, item 1a
	Date Edited: 1/14/2002
A-04-008-09b	Subject Files.
Description:	Consist of correspondence, memorandum and reports documenting the development and implementation of policies, regulations, and procedures concerning the personnel management of all direct hire and personal services contract Foreign Service National (FSN) employees. Also includes correspondence documenting policies and procedures to offices in the Department, other Federal agencies and post overseas on personnel issues. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	GRS 1, item 43a
	Date Edited: 1/14/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-008-10a	Country Files.
Description:	Consist of correspondence, memorandum, reports, telegrams from posts, studies, surveys, staffing patterns, cases, reorganizations, and other documents on salary/benefits and classification, etc. a. Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy when 10 years old.
DispAuthNo:	N1-59-00-14, item 2a
	Date Edited: 1/14/2002
A-04-008-10b	Country Files.
Description:	Consist of correspondence, memorandum, reports, telegrams from posts, studies, surveys, staffing patterns, cases, reorganizations, and other documents on salary/benefits and classification, etc. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	GRS 1, item 43a
	Date Edited: 1/14/2002
A-04-008-11a(1)	Wage Survey Files.
Description:	Consists of wage survey reports and data. a. Background documents and correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and request for authorization of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets). (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy after completion of second succeeding wage survey.
DispAuthNo:	GRS 1, item 38
	Date Edited: 1/14/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-008-11a(2) **Wage Survey Files.**

Description: Consists of wage survey reports and data.

a. Background documents and correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and request for authorization of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: GRS 1, item 43a

Date Edited: 1/14/2002

A-04-008-11b **Wage Survey Files.**

Description: Consists of wage survey reports and data.

b. Microfilm copies: Silver halide original and positive vesicular microfilm copy.

Disposition: TEMPORARY: Retain in PER/OE. Destroy when 10 years old or when no longer needed for reference purposes, whichever is sooner.

DispAuthNo: N1-59-00-14, item 5b

Date Edited: 1/14/2002

A-04-008-11c(1) **Wage Survey Files.**

Description: Consists of wage survey reports and data.

c. Salary Schedules and Local Compensation Plans. Wage schedules for all established work weeks (40 hr.-48 hr. etc.); rates and rules pertaining to premium pay and holiday pay; and a full description of all authorized direct benefit plans such as severance pay plans, insurance plans, etc.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY: Retire to RSC when 3 years old for transfer to WNRC. Destroy when 25 years old.

DispAuthNo: N1-59-00-14, item 5c(1)

Date Edited: 1/14/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-008-11c(2) **Wage Survey Files.**

Description: c. Salary Schedules and Local Compensation Plans. Wage schedules for all established work weeks (40 hr.-48 hr. etc.); rates and rules pertaining to premium pay and holiday pay; and a full description of all authorized direct benefit plans such as severance pay plans, insurance plans, etc.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: GRS 1, item 43a

Date Edited: 1/14/2002

A-04-008-11c(3) **Wage Survey Files.**

Description: c. Salary Schedules and Local Compensation Plans. Wage schedules for all established work weeks (40 hr.-48 hr. etc.); rates and rules pertaining to premium pay and holiday pay; and a full description of all authorized direct benefit plans such as severance pay plans, insurance plans, etc.

(3) Microfilm copies: Silver halide original and positive vesicular microfilm copy.

Disposition: TEMPORARY: Retain in PER/OE. Destroy when 10 years old or when no longer needed for reference purposes, whichever is sooner.

DispAuthNo: N1-59-00-14, item 5c(3)

Date Edited: 1/14/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

Performance Evaluation

A-04-009-01a Performance Evaluation General Subject Files

Description: Reports, memorandums, telegrams, correspondence, issuances, minutes of meetings, agendas for meetings, and other policy documentation documenting significant policy, procedural and organizational matters relating to the development and administration of the Department of State program for performance evaluation, promotion and separation of Foreign Service Officers, and other Foreign Service employees.

a. Recordkeeping copy (paper)

Disposition: Permanent. Retain in Performance Evaluation Office (PER/PE) for 10 years. Retire to RSC when 10 years old for transfer to WNRC. Transfer to the National Archives when 25 years old. (N1-59-93-15, item 1)

DispAuthNo: N1-59-00-11, item 1a **Date Edited:** 4/16/2002

A-04-009-01b Performance Evaluation General Subject Files.

Description: b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Temporary. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-11, item 1b **Date Edited:** 4/16/2002

A-04-009-02a Selection Board Promotion Panel Files - Arranged by Board or Panel and thereunder by type of records.

Description: Includes precepts, comments and recommendations, findings, rankings, promotion lists, class list, membership lists, and other records of Boards and Panels.

a. Recordkeeping copy (paper)

Disposition: Permanent. Retain in HR/PE for 10 years. Retire to RSC in 1-year blocks for transfer to WNRC. Transfer to the National Archives when 25 years old in 5-year blocks. (N1-59-93-15, item 2)

DispAuthNo: N1-59-00-11, item 2a **Date Edited:** 4/16/2002

A-04-009-02b Selection Board Promotion Panel File - Arranged by Board or Panel and thereunder by types of records.

Description: b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Temporary. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-11, item 2b **Date Edited:** 4/16/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-009-03 Performance Evaluation Case Files

Description: Correspondence with Foreign Service employees regarding the submission of performance ratings or supplemental data for inclusion in their Performance Folders, inquiries or comments concerning the content of ratings, and other performance evaluation matters, excluding any rebuttals that are filed only in the employee's Official Performance Folder.

Disposition: Destroy 5 years after separation of employee from the Foreign Service.

DispAuthNo: NC1-59-77-18, item 5 **Date Edited:** 4/1/1999

A-04-009-04 Selection Board Administrative Correspondence File

Description: Consists of correspondence regarding the selection of Board members, administrative arrangements, etc.

Disposition: Destroy when 2 years old.

DispAuthNo: NN-173-131, item 4 **Date Edited:** 4/1/1999

A-04-009-05 Automated Score Card System

Description: This on-line system is used to track the career status and progress of individuals in the Foreign Service. Information consists of the individual's name, date of birth, social security number, tenure date, commission date, time-in-class and extensions, Selection Board rankings, promotion history, skill code, senior threshold board requests and related correspondence.

Disposition: Temporary. Retain in HR/PE office. Delete when active agency use ceases. (NN-173-131, item 6)

DispAuthNo: N1-59-00-11, item 5 **Date Edited:** 4/16/2002

A-04-009-06 Automated Report Card System

Description: This on-line system is used to account for the receipt of and to track evaluation reports. Information includes the names of the rated, rating and reviewing officers, the period covered by the report, the date received in the office, ranking of overall performance and potential, and the rated officer's social security number.

Disposition: Temporary. Retain in HR/PE office. Delete when active agency use ceases. (NN-173-131, item 6)

DispAuthNo: N1-59-00-11, item 6 **Date Edited:** 4/16/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-009-07a Threshold Review Files

Description: 1. Consists of threshold review panel statements, personnel audit reports (PAR's) and related records on Class 6 officers considered for promotion by the Threshold Review Board. The 1973 files also contain administrative documents, such as copies of BEX letters transmitting interview statements, acknowledgements of receipt thereof, copies of letters concerning the Board's findings, career counseling statements of cone preferences, etc. Some of these papers will no longer accumulate and the remainder will henceforth be maintained by BEX.

a. Files on Threshold candidates who are promoted to Class 5.

Disposition: Destroy upon promotion.

DispAuthNo: NC-59-75-10, item 1a

Date Edited: 4/1/1999

A-04-009-07b Threshold Review Files

Description: 1. Consists of threshold review panel statements, personnel audit reports (PAR's) and related records on Class 6 officers considered for promotion by the Threshold Review Board. The 1973 files also contain administrative documents, such as copies of BEX letters transmitting interview statements, acknowledgements of receipt thereof, copies of letters concerning the Board's findings, career counseling statements of cone preferences, etc. Some of these papers will no longer accumulate and the remainder will henceforth be maintained by BEX.

b. Files on Threshold candidates who fail to be promoted.

Disposition: Destroy 1 year after candidate is separated from service for time in class.

DispAuthNo: NC-59-75-10, item 1b

Date Edited: 6/22/2007

A-04-009-08 Threshold Review Files

Description: Administrative records relating to Threshold interviews conducted by BEX.

Disposition: Destroy 1 year following interview.

DispAuthNo: NC-59-75-10, item 2

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

Personnel Policy and Planning

A-04-010-01a Personnel Policy Historical File

Description: Originals and copies of reports, studies, surveys, orders, circulars, bills, acts, hearings, committee documents, papers on policies, plans, organization, programs, procedures, systems and matters relating to personnel administration of the Department and the Foreign Service.

a. Recordkeeping copy (paper).

Disposition: PERMANENT. Retain in the Policy Coordination Office (DPG/PC) for 10 years. Retire inactive files when 10 years old to RSC for transfer to WNRC. Transfer to the National Archives when 25 years old. (RRP-NN-464-7)

DispAuthNo: N1-59-00-12, item 01a

Date Edited: 7/5/2002

A-04-010-01b Personnel Policy Historical File

Description: b. Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-12, item 1b

Date Edited: 7/8/2002

A-04-010-02 Card Index to Central Reference File

Description:

Disposition: Permanent.

DispAuthNo: RRP-NN-464-7

Date Edited: 4/1/1999

A-04-010-03a Task Force and Committee Records on the Herter Report - Copies of recommendations, progress reports and other papers of the task force Steering Committee and Executive Committee

Description: a. Master Copy.

Disposition: Permanent.

DispAuthNo: RRP-NN-464-7

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-010-03b	Task Force and Committee Records on the Herter Report - Copies of recommendations, progress reports and other papers of the task force Steering Committee and Executive Committee
Description:	b. Extra copies of papers, galley proofs and reproduction materials.
Disposition:	TEMPORARY. Destroy when no longer needed for reproduction or distribution purposes.
DispAuthNo:	Non-record Date Edited: 4/1/1999
A-04-010-04a	Committee Records on the Wriston Report - Background information, copies of correspondence, study group reports and other related papers.
Description:	a. Master Copy.
Disposition:	Permanent.
DispAuthNo:	RRP-NN-464-7 Date Edited: 4/1/1999
A-04-010-04b	Committee Records on the Wriston Report - Background information, copies of correspondence, study group reports and other related papers
Description:	b. Extra copies of papers, galley proofs and reproduction materials.
Disposition:	TEMPORARY. Destroy when no longer needed for reproduction or distribution purposes.
DispAuthNo:	Non-record Date Edited: 4/1/1999
A-04-010-05a(1)	Project Reports on Personnel Policy and Planning
Description:	a. Master. (1) Recordkeeping copy (paper).
Disposition:	PERMANENT. Retire to RSC when 10 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-59-00-12, item 2a(1) Date Edited: 7/5/2002
A-04-010-05a(2)	Project Reports on Personnel Policy and Planning
Description:	a. Master. 2. Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-12, item 2a(2) Date Edited: 6/19/2007

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-010-05b	Project Reports on Personnel Policy and Planning
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Description: b. All other copies.

Disposition: TEMPORARY. Destroy when no longer needed for reproduction or distribution purposes.

DispAuthNo: N1-59-00-12, item 2b

Date Edited: 7/5/2002

A-04-010-06a	Project Working Papers
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Description: Consist of questionnaires, copies of memoranda, reports, printed and processed materials, notes, and drafts collected or created in connection with each planning or policy project.

a. Recordkeeping copy (paper).

Disposition: TEMPORARY. Destroy when project is completed.

DispAuthNo: N1-59-00-12, item 3a

Date Edited: 7/5/2002

A-04-010-06b	Project Working Papers
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Description: b. Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-12, item 3b

Date Edited: 6/20/2007

A-04-010-07a(1)	Legislative Files
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Description: General subject files on personnel legislation. Includes draft bills and related memoranda, correspondence and supporting briefing data.

a. One copy of each draft justification, cost estimate and briefing data.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY. Destroy when 15 years old.

DispAuthNo: N1-59-00-12, item 4a(1)

Date Edited: 7/5/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-010-07a(2)	Legislative Files
Description:	a. One copy of each draft justification, cost estimate and briefing data. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-12, item 4a(2) Date Edited: 7/8/2002
A-04-010-07b	Legislative Files
Description:	b. All other papers.
Disposition:	TEMPORARY. Destroy when superseded or obsolete.
DispAuthNo:	N1-59-00-12, item 4b Date Edited: 7/8/2002
A-04-010-08a(1)	FSRU Conversion Applicant File
Description:	Contains application for conversion, worksheets, medical clearance and other documentation pertaining to conversion; where conversion is approved, a copy of the letter of offer; where conversion is disapproved, the recommendations for disapproval and a copy of the letter of denial sent to the applicant. a. Approved candidates. (1) Paper records.
Disposition:	Destroy after it has been ascertained that reproduced copies have been made in accordance with GSA and NARA regulations and are adequate substitutes for the paper records.
DispAuthNo:	NC1-59-79-8, item 1a(1) Date Edited: 6/21/2007

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-010-08a(2) FSRU Conversion Applicant File

Description: Contains application for conversion, worksheets, medical clearance and other documentation pertaining to conversion; where conversion is approved, a copy of the letter of offer; where conversion is disapproved, the recommendations for disapproval and a copy of the letter of denial sent to the applicant.

a. Approved candidates.

(2) Microfilm records.

Disposition: Destroy when 10 years old.

DispAuthNo: NC1-59-79-8, item 1a(2)

Date Edited: 6/21/2007

A-04-010-08b FSRU Conversion Applicant File

Description: Contains application for conversion, worksheets, medical clearance and other documentation pertaining to conversion; where conversion is approved, a copy of the letter of offer; where conversion is disapproved, the recommendations for disapproval and a copy of the letter of denial sent to the applicant.

b. Candidates who withdraw or separate prior to conversion or denial.

Disposition: Destroy 1 year after withdrawal, separation or denial.

DispAuthNo: NC1-59-79-8, item 1b

Date Edited: 4/1/1999

A-04-010-08c FSRU Conversion Applicant File

Description: Contains application for conversion, worksheets, medical clearance and other documentation pertaining to conversion; where conversion is approved, a copy of the letter of offer; where conversion is disapproved, the recommendations for disapproval and a copy of the letter of denial sent to the applicant.

c. Candidates whose conversion is disapproved.

Disposition: Destroy 1 year after separation of employee.

DispAuthNo: NC1-59-79-8, item 1c

Date Edited: 4/1/1999

A-04-010-09 Reserved for future use

Description:

Disposition:

DispAuthNo: Reserved

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-010-10a **FSRU Program Files**

Description: Documentation defining the FSR/FAS Program and its establishment, related reports, correspondence and memoranda; and related precedent cases

a. Policy and precedent files.

Disposition: Permanent. Offer to National Archives when 30 years old.

DispAuthNo: NC1-59-79-8, item 2a **Date Edited:** 4/1/1999

A-04-010-10b **FSRU Program Files**

Description: Documentation defining the FSR/FAS Program and its establishment, reported reports, correspondence and memoranda; and precedent cases

b. All other records.

Disposition: Destroy when 10 years old.

DispAuthNo: NC1-59-79-8, item 2b **Date Edited:** 4/1/1999

A-04-010-11a(1)(a) **Labor Management Relations Files**

Description: a. Labor Management Relations General and Case files.

Correspondence, memoranda, reports and other records relating to the relationship between management and employee unions or other groups:

(1) Office negotiating agreement.

(a) Recordkeeping copy (paper).

Disposition: TEMPORARY. Destroy 10 years after expiration of agreement.

DispAuthNo: N1-59-00-12, item 5a(1)(a) **Date Edited:** 7/8/2002

A-04-010-11a(1)(b) **Labor Management Relations Files.**

Description: a. Labor Management Relations General and Case files.

(b) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-12, item 5a(1)(b) **Date Edited:** 7/8/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-010-11a(2) Labor Management Relations Files.

Description: a. Labor Management Relations General and Case files.
(2) Other offices.

Disposition: TEMPORARY. Destroy when superseded or obsolete.

DispAuthNo: GRS 1, item 28a(2) **Date Edited:** 7/8/2002

A-04-010-11b(1) Labor Management Relations Files.

Description: b. Labor Arbitration and Case Files. Consist of correspondence, forms and background papers relating to labor arbitration cases.
(1) Recordkeeping copy (paper).

Disposition: TEMPORARY. Destroy 5 years after final resolution of case.

DispAuthNo: GRS 1, item 28b **Date Edited:** 7/8/2002

A-04-010-11b(2) Labor Management Relations Files.

Description: b. (2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: GRS 1, item 43a **Date Edited:** 7/8/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

Career Counseling and Assignments

A-04-011-01a(1) **General Subject Files.**

Description: a. Major policy and procedural files documenting program management and policy-making pertaining to the Department's career counseling and assignments functions.

(1) Recordkeeping copy (paper)

Disposition: TEMPORARY: Retire inactive material to the RSC when 10 years old for transfer to WNRC. Destroy when 15 years old. (NN-172-202, item 1a)

DispAuthNo: N1-59-00-13, item 15a(1) **Date Edited:** 9/26/2001

A-04-011-01a(2) **General Subject Files.**

Description: a. Major policy and procedural files documenting program management and policy-making pertaining to the Department's career counseling and assignments functions.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-13, item 15a(2) **Date Edited:** 10/2/2001

A-04-011-01b(1) **General Subject Files.**

Description: b. Administrative and operational correspondence files pertaining to the Department's career counseling and assignments functions.

(1) Recordkeeping copy (paper)

Disposition: TEMPORARY: Destroy when 3 years old. (NN-172-202, item 1b)

DispAuthNo: N1-59-00-13, item 15b(1) **Date Edited:** 9/26/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-011-01b(2)	General Subject Files.
Description:	b. Administrative and operational correspondence files pertaining to the Department's career counseling and assignments functions. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-13, item 15b(2) Date Edited: 10/1/2001
A-04-011-01c(1)	General Subject Files.
Description:	c. Departmental circulars, printed and processed reference material, and other information or working papers relating to internal administration or program subjects. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy when no longer needed for current operations. (NN-172-202, item 1c)
DispAuthNo:	N1-59-00-13, item 15c(1) Date Edited: 9/26/2001
A-04-011-01c(2)	General Subject Files.
Description:	c. Departmental circulars, printed and processed reference material, and other information or working papers relating to internal administration or program subjects. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-13, item 15c(2) Date Edited: 10/2/2001
A-04-011-02	Reserved for future use
Description:	
Disposition:	
DispAuthNo:	Reserved Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-011-03 **Reserved for future use**

Description:

Disposition:

DispAuthNo: Reserved **Date Edited:** 4/1/1999

A-04-011-10a(1) **Career Development Case Files on Foreign Service Officers and Staff Employees.**

Description: a. Records of long-term value on right side of folder, such as correspondence and memoranda relating to assignment preferences, career development, transfer between cones, and training.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY: Retire to RSC 2 years after separation for transfer to WNRC. Destroy 7 years after employee is separated from the Foreign Service. (NN-172-202, item 4a)

DispAuthNo: N1-59-00-13, item 16a(1) **Date Edited:** 9/26/2001

A-04-011-10a(2) **Career Development Case Files on Foreign Service Officers and Staff Employees.**

Description: a. Records of long-term value on right side of folder, such as correspondence and memoranda relating to assignment preferences, career development, transfer between cones, and training.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-13, item 16a(2) **Date Edited:** 10/2/2001

A-04-011-10b(1) **Career Development Case Files on Foreign Service Officers and Staff Employees.**

Description: b. Records of short-term value on left side of folder, such as telegrams relating to travel, etc.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY: Destroy when 3 years old or upon transfer of folder to new counseling office or inactive file. (NN-172-202, item 4b)

DispAuthNo: N1-59-00-13, item 16b(1) **Date Edited:** 9/26/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-011-10b(2)	Career Development Case Files on Foreign Service Officers and Staff Employees.
Description:	b. Records of short-term value on left side of folder, such as telegrams relating to travel, etc. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-13, item 16b(2) Date Edited: 10/2/2001
A-04-011-11	Staffing Patterns - Foreign Service Counseling and Assignments
Description:	Monthly tabulations of Foreign Service and domestic employees arranged alphabetically by name of FS employee, by post within geographic regions; and domestic employees arranged by staff office or bureau.
Disposition:	Destroy on receipt of next month's copy.
DispAuthNo:	NN-172-202, item 5 Date Edited: 4/1/1999
A-04-011-12a(1)	Front Pages showing FS assignments made by Panel B (Career FSO's) and Panel C (Staff employees).
Description:	a. Master set maintained by PER/CDA Office of Deputy Director. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Retire to RSC when 2 years old for transfer to WNRC. Destroy when 7 years old. (NN-172-202, item 6a)
DispAuthNo:	N1-59-00-13, item 17a(1) Date Edited: 9/26/2001
A-04-011-12a(2)	Front Pages showing FS assignments made by Panel B (Career FSO's) and Panel C (Staff employees).
Description:	a. Master set maintained by PER/CDA Office of Deputy Director. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-13, item 17a(2) Date Edited: 10/3/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-011-12b	Front Pages showing FS assignments made by Panel B (Career FSO's) and Panel C (Staff employees).
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Description:	b. Copies maintained by other offices.
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Disposition:	TEMPORARY: Destroy when 1 year old. (NN-172-202, item 6b)
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DispAuthNo:	N1-59-00-13, item 17b	Date Edited:	10/2/2001
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A-04-011-13a(1)	Panel Agendas.
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Description:	Information documenting transfer data of employees assigned to Foreign Service positions, i.e., assignments, estimate time of arrival at post, time of departure from post, length of tour of duty, position numbers, etc.
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a. Master agenda maintained by PER/CDA Office of the Deputy Director.

(1) Recordkeeping copy (paper).

Disposition:	TEMPORARY: Retire to RSC when 2 years old for transfer to WNRC. Destroy when 7 years old. (NN-172-202, item 7a)
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DispAuthNo:	N1-59-00-13, item 18a(1)	Date Edited:	9/26/2001
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A-04-011-13a(2)	Panel Agendas.
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Description:	Information documenting transfer data of employees assigned to Foreign Service positions, i.e., assignments, estimate time of arrival at post, time of departure from post, length of tour of duty, position numbers, etc.
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a. Master agenda maintained by PER/CDA Office of the Deputy Director.

(2) Electronic version of records created by electronic mail and word processing applications.
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Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
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DispAuthNo:	N1-59-00-13, item 18a(2)	Date Edited:	10/2/2001
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U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-011-13b	Panel Agendas.
Description:	Information documenting transfer data of employees assigned to Foreign Service positions, i.e., assignments, estimate time of arrival at post, time of departure from post, length of tour of duty, position numbers, etc. b. All other copies.
Disposition:	TEMPORARY: Destroy when no longer needed for operating purposes. (NN-172-202, item 7b)
DispAuthNo:	N1-59-00-13, item 18b
	Date Edited: 9/26/2001
A-04-011-14	Quarterly Assignment Workbooks - Foreign Service Counseling and Assignments
Description:	Prepared for use by Panels B and C in making assignments to FS Officers and Staff employees and consisting of quarterly books with related Assignment Worksheets and narrative statements.
Disposition:	Destroy when 2 years old.
DispAuthNo:	NN-172-202, item 8
	Date Edited: 4/1/1999
A-04-011-15a	Personnel Abstracts (DS-1711) - Maintained in Card Files on FS Officers, Staff employees, Departmental secretaries, and division employees - Foreign Service Counseling and Assignments
Description:	a. Cards on active employees.
Disposition:	Destroy when updated card received.
DispAuthNo:	NN-172-202, item 10a
	Date Edited: 4/1/1999
A-04-011-15b	Personnel Abstracts (DS-1711) - Maintained in Card Files on FS Officers, Staff employees, Departmental secretaries, and division employees - Foreign Service Counseling and Assignments
Description:	b. Cards on reassigned employees.
Disposition:	Transfer card to inheriting office.
DispAuthNo:	NN-172-202, item 10b
	Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-011-15c	Personnel Abstracts (DS-1711) - Maintained in Card Files on FS Officers, Staff employees, Departmental secretaries, and division employees - Foreign Service Counseling and Assignments
Description:	c. Cards on separated employees.
Disposition:	Destroy 3 years after separation.
DispAuthNo:	NN-172-202, item 10c Date Edited: 4/1/1999
A-04-011-16	Career Assignments Program Sheets (CAP's) - Foreign Service Counseling and Assignments
Description:	Prepared on Foreign Service Officers for use by Panel and FS inspectors, providing resume of current position, function, projection of assignments, any limitation on assignments, and pertinent information on employee's ability and qualifications. a. Master Files. Note: See item 041110 for copies filed in CDC Folder.
Disposition:	Destroy when 3 years old.
DispAuthNo:	NN-172-202, item 11a Date Edited: 6/22/2007
A-04-011-17a(1)	Senior Assignments Board (SAB) records relating to Class 1 and 2 Foreign Service Career Officers.
Description:	a. Memoranda recommending senior officer assignments and bearing approval of Director General. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy when 4 years old.(NN-172-202, item 12a)
DispAuthNo:	N1-59-00-13, item 19a(1) Date Edited: 9/27/2001
A-04-011-17a(2)	Senior Assignments Board (SAB) records relating to Class 1 and 2 Foreign Service Career Officers.
Description:	a. Memoranda recommending senior officer assignments and bearing approval of Director General. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-13, item 19a(2) Date Edited: 10/2/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-011-17b(1)	Senior Assignments Board (SAB) records relating to Class 1 and 2 Foreign Service Career Officers.
Description:	b. SAB assignment approval concerning key positions at posts or within the Department, (i.e., Ambassador Selection Committee and Deputy Chief of Mission Committee).

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY: Destroy when 4 years old.(NN-172-202, item 12b)

DispAuthNo: N1-59-00-13, item 19b(1) **Date Edited:** 9/27/2001

A-04-011-17b(2)	Senior Assignments Board (SAB) records relating to Class 1 and 2 Foreign Service Career Officers.
Description:	b. SAB assignment approval concerning key positions at posts or within the Department, (i.e., Ambassador Selection Committee and Deputy Chief of Mission Committee).

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-13, item 19b(2) **Date Edited:** 10/3/2001

A-04-011-17c(1)	Senior Assignments Board (SAB) records relating to Class 1 and 2 Foreign Service Career Officers.
Description:	c. Memoranda approving change in assignments or tour of duty.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY: Destroy when 1 year old. (NN-172-202, item 12c)

DispAuthNo: N1-59-00-13, item 19c(1) **Date Edited:** 9/27/2001

A-04-011-17c(2)	Senior Assignments Board (SAB) records relating to Class 1 and 2 Foreign Service Career Officers.
Description:	c. Memoranda approving change in assignments or tour of duty.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-13, item 19c(2) **Date Edited:** 10/3/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-011-18a(1)	Interagency Liaison Files.
Description:	a. Correspondence with agencies concerning available positions, assignments of FSO's and agreements concerning such assignments. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy 3 years after agreement is terminated. (NN-172-202, item 13a)
DispAuthNo:	N1-59-00-13, item 20a(1) Date Edited: 9/27/2001
A-04-011-18a(2)	Interagency Liaison Files.
Description:	a. Correspondence with agencies concerning available positions, assignments of FSO's and agreements concerning such assignments. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-13, item 20a(2) Date Edited: 10/3/2001
A-04-011-18b(1)	Interagency Liaison Files.
Description:	b. Memorandum re. assignment of FSO's to functional bureaus of Department. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy when 3 years old, (NN-172-202, item 13b)
DispAuthNo:	N1-59-00-13, item 20b(1) Date Edited: 9/27/2001
A-04-011-18b(2)	Interagency Liaison Files.
Description:	b. Memorandum re. assignment of FSO's to functional bureaus of Department. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-13, item 20b(2) Date Edited: 10/4/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-011-18c(1)(a)	Interagency Liaison Files.
Description:	c. General Subject files relating to functions and administration of office. (1) Policy and Procedure files. (a) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Retire inactive files when 5 years old to RSC for transfer to WNRC. Destroy when 20 years old. (NN-172-202, item 13d(1))
DispAuthNo:	N1-59-00-13, item 20c(1)(a) Date Edited: 9/27/2001
A-04-011-18c(1)(b)	Interagency Liaison Files.
Description:	c. General Subject files relating to functions and administration of office. (1) Policy and Procedure files. (b) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-13, item 20c(1)(b) Date Edited: 9/27/2001
A-04-011-18c(2)(a)	Interagency Liaison Files.
Description:	c. General Subject Files relating to functions and administration of office. (2) Routine administrative records. (a) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy when no longer needed in current operations. (NN-172-202, item 13d(2))
DispAuthNo:	N1-59-00-13, item 20c(2)(a) Date Edited: 9/27/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-011-18c(2)(b)	Interagency Liaison Files.
Description:	c. General Subject Files relating to functions and administration of office. (2) Routine administrative records. (b) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-13, item 20c(2)(b) Date Edited: 9/27/2001
A-04-011-18e	Interagency Liaison Files - Foreign Service Counseling and Assignments
Description:	Files relating to assignment of Foreign Service Officers to positions in functional bureaus of Department or in other Federal agencies. e. Correspondence with separated FSO's regarding transfer to other Federal agencies.
Disposition:	Destroy when 2 years old.
DispAuthNo:	NN-172-202, item 13e Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-011-19a(1) **Official Technician's Files.**

Description: a. Travel orders and related assignment correspondence on right side of folder consisting of Post Assignment Travel Authorization (formerly TMFour) and revisions; requests from employee for special travel approvals; requests for amendment to travel orders; Leave, Travel and Consultation Status (DS-1707); Status of Quarters (formerly TMTwo); Proposed Itinerary (formerly TMTwo); Departure Notice (formerly TMFive); Arrival Notice (formerly TMEight); official Change in Tour of Duty notifications; appointment or separation documentation (such as retirement approval); notification of effective date of reassignment; document reflecting approval or termination of Separate Maintenance Allowance; formal correspondence (telegrams, memos, etc.) related to travel; documentation not kept in other official files in support of Request for Personnel Action (SF52); Assignment Notification (formerly TMOne or TMThree) and revisions; courtesy travel arrival notice (until official Arrival Notice is received); informal correspondence related to travel or assignment (such as electronic mail); and worksheets or other working papers.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY: Retire to RSC 2 years after separation from the Foreign Service or conversion to Civil Service for transfer to WNRC. Destroy 4 years after file is retired to WNRC. (NN-173-105, item 1a)

DispAuthNo: N1-59-00-13, item 21a(1)

Date Edited: 9/27/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-011-19a(2) Official Technician's Files.

Description: a. Travel orders and related assignment correspondence on right side of folder consisting of Post Assignment Travel Authorization (formerly TMFour) and revisions; requests from employee for special travel approvals; requests for amendment to travel orders; Leave, Travel and Consultation Status (DS-1707); Status of Quarters (formerly TMTwo); Proposed Itinerary (formerly TMTwo); Departure Notice (formerly TMFive); Arrival Notice (formerly TMEight); official Change in Tour of Duty notifications; appointment or separation documentation (such as retirement approval); notification of effective date of reassignment; document reflecting approval or termination of Separate Maintenance Allowance; formal correspondence (telegrams, memos, etc.) related to travel; documentation not kept in other official files in support of Request for Personnel Action (SF52); Assignment Notification (formerly TMOne or TMThree) and revisions; courtesy travel arrival notice (until official Arrival Notice is received); informal correspondence related to travel or assignment (such as electronic mail); and worksheets or other working papers.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-13, item 21a(2)

Date Edited: 10/3/2001

A-04-011-19b(1) Official Technician's Files.

Description: b. Documents consisting of Foreign Service Residence and Dependency Report (OF-126) and all supporting documentation on the left side of the Official Technician file.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY: Retire to RSC (on the left side) of the Official Technician File 2 years after separation from the Foreign Service or conversion to Civil Service for transfer to WNRC. Destroy 4 years after file is retired to WNRC. (NN-173-105, item 1b)

DispAuthNo: N1-59-00-13, item 21b(1)

Date Edited: 9/28/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-011-19b(2)	Official Technician's Files.
Description:	b. Documents consisting of Foreign Service Residence and Dependency Report (OF-126) and all supporting documentation on the left side of the Official Technician file. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-13, item 21b(2) Date Edited: 10/4/2001
A-04-011-20	Personnel Card (DS-986) - Foreign Service Counseling and Assignments
Description:	Record of each FS employee's travel to assigned post, tour of duty and home leave eligibility date, round trip and departure data, family status, personnel and panel actions.
Disposition:	Destroy upon departure of employee from post.
DispAuthNo:	NN-172-202, item 15 Date Edited: 4/1/1999
A-04-011-21	Interview Cards - Foreign Service Counseling and Assignments
Description:	A record of interview with FS employee when reporting to Department on consultation prior to home leave, showing date of departure from U.S. and arrival at new post, and address and phone number while on home leave.
Disposition:	Destroy after employee returns to post.
DispAuthNo:	NN-172-202, item 16 Date Edited: 4/1/1999
A-04-011-22a	Post Correspondence Files.
Description:	Consists of routine communications with posts on administrative matters or issues affecting more than one FS employee at post. a. Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy when 2 years old. (NN-172-202, item 17)
DispAuthNo:	N1-59-00-13, item 22a Date Edited: 9/28/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-011-22b	Post Correspondence Files.
Description:	Consists of routine communications with posts on administrative matters or issues affecting more than one FS employee at post. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-13, item 22b
	Date Edited: 10/4/2001
A-04-011-23	Reserved for future use
Description:	
Disposition:	
DispAuthNo:	Reserved
	Date Edited: 4/1/1999
A-04-011-24a(1)(a)	Training Files.
Description:	Training files relating to the development and evaluation of training policies and programs, coordination of training plans with FSI, USIA, and AID. a. General Subject Files. (1) Policy and procedural files. (a) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Retire to RSC when 10 years old for transfer to WNRC. Destroy when 25 years old. (NN-172-202, item 19a(1))
DispAuthNo:	N1-59-00-13, item 23a(1)(a)
	Date Edited: 9/28/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-011-24a(1)(b)	Training Files.
Description:	Training files relating to the development and evaluation of training policies and programs, coordination of training plans with FSI, USIA, and AID. a. General Subject Files. (1) Policy and procedural files. (b) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-13, item 23a(1)(b) Date Edited: 6/20/2007
A-04-011-24a(2)(a)	Training Files.
Description:	Training files relating to the development and evaluation of training policies and programs, coordination of training plans with FSI, USIA, and AID. a. General Subject Files. (2) Records relating to the administration and operation of training functions; including correspondence regarding the FSO's proposed training, and correspondence with training organizations listing selections, available slots, etc. (a) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy when 5 years old or when superseded or obsolete, whichever is sooner. (NN-172-202, item 19a(2))
DispAuthNo:	N1-59-00-13, item 23a(2)(a) Date Edited: 9/28/2001
A-04-011-24a(2)(b)	Training Files.
Description:	a. General Subject Files. (2) Records relating to the administration and operation of training functions; including correspondence regarding the FSO's proposed training, and correspondence with training organizations listing selections, available slots, etc. (b) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-13, item 23a(2)(b) Date Edited: 10/4/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-011-24b(1)	Training Files.
Description:	Training files relating to development and evaluation of training policies and programs, coordination of training plans with FSI, USIA, and AID. b. Budget Estimate Files, including correspondence, reports, statistical data, worksheets, etc., concerning budgeting for FSO training including coordination with FSI and AID. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy when 5 years old or 5 years after completion of a specific training program.(NN-172-202, item 19b)
DispAuthNo:	N1-59-00-13, item 23b(1) Date Edited: 6/20/2007
A-04-011-24b(2)	Training Files.
Description:	Training files relating to development and evaluation of training policies and programs, coordination of training plans with FSI, USIA, and AID. b. Budget Estimate Files, including correspondence, reports, statistical data, worksheets, etc., concerning budgeting for FSO training including coordination with FSI and AID. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-13, item 23b(2) Date Edited: 10/4/2001
A-04-011-24c	Training Files relating to development and evaluation of training policies and programs, coordination of training plans with FSI, USIA, and AID - Foreign Service Counseling and Assignments
Description:	c. Officer Training Application and Preference Report.
Disposition:	Destroy when 2 years old.
DispAuthNo:	NN-172-202, item 19c Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-011-25a(1) Mustang Program Files.

Description: Files of Foreign Service and Civil Service applicants for entry into the Foreign Service Junior Officer Career Candidate Program. Includes application, autobiography, information on college training/written exam scores, the Board of Examiner's final integration form, and the signed tenure statement.

a. Successful applicants.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY: Retire to RSC 2 years after year of appointment for transfer to WNRC. Destroy when 7 years old. (NC-59-75-9, items 1a and b)

DispAuthNo: N1-59-00-13, item 24a(1)

Date Edited: 9/28/2001

A-04-011-25a(2) Mustang Program Files.

Description: Files of Foreign Service and Civil Service applicants for entry into the Foreign Service Junior Officer Career Candidate Program. Includes application, autobiography, information on college training/written exam scores, the Board of Examiner's final integration form, and the signed tenure statement.

a. Successful applicants.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-13, item 24a(2)

Date Edited: 10/4/2001

A-04-011-25b(1) Mustang Program Files.

Description: Files of Foreign Service and Civil Service applicants for entry into the Foreign Service Junior Officer Career Candidate Program. Includes application, autobiography, information on college training/written exam scores, the Board of Examiner's final integration form, and the signed tenure statement.

b. Unsuccessful applicants.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY: Retire to RSC 2 years after year of Oral Assessment for transfer to WNRC. Destroy when 7 years old. (NC-59-75-9, item1c)

DispAuthNo: N1-59-00-13, item 24b(1)

Date Edited: 10/2/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-011-25b(2) Mustang Program Files.

Description: Files of Foreign Service and Civil Service applicants for entry into the Foreign Service Junior Officer Career Candidate Program. Includes application, autobiography, information on college training/written exam scores, the Board of Examiner's final integration form, and the signed tenure statement.

b. Unsuccessful applicants.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-13, item 24b(2) **Date Edited:** 10/1/2001

A-04-011-26a(1) Foreign Service Grievance Files.

Description: a. Subject files consisting of correspondence, memoranda, reports, regulatory and procedural material, legislative and workshop records, and any other documents of a policy or precedent nature concerning the submission, handling, or resolution of grievance cases. Cut off annually.

(1) Recordkeeping copy (paper).

Disposition: Temporary. Retire to RSC 3 years after the cutoff. Destroy 15 years after cut off. (NC1-59-77-18, item 4a)

DispAuthNo: N1-59-00-15, item 1a(1) **Date Edited:** 6/22/2007

A-04-011-26a(2) Foreign Service Grievance Files

Description: a. Subject files consisting of correspondence, memoranda, reports, regulatory and procedural material, legislative and workshop records, and any other documents of a policy or precedent nature concerning the submission, handling, or resolution of grievance cases. Cut off annually.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-15, item 1a(2) **Date Edited:** 6/22/2007

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-011-26b(1) Foreign Service Grievance Files

Description: b. Case Files consisting of all papers accumulated in connection with any informal grievance, including the grievant's original letter, or referral memorandum with attachments from the Foreign Service Grievance Board, acknowledgement of grievant's letter, further correspondence, memorandum of findings by the Grievance Staff, and reply to grievant; and cases involving administrative review of the grievance of a separated employee, informal name file, consisting of correspondence indicating potential grievances that may be filed; and formal name file, consisting of a letter from a grievant or memorandum from the Foreign Service Grievance Board indicating that the grievant intends to file a formal grievance, with material pertinent to the Board's action, its remedial order, and any correspondence indicating compliance. EXCLUDES THE RECORDS OF THE FOREIGN SERVICE GRIEVANCE BOARD.

(1) Recordkeeping copy (paper).

Disposition: Temporary. Retire to RSC 1 year after case is closed for transfer to WNRC. Destroy 15 years after case is closed. (NC1-59-77-18, item 4b)

DispAuthNo: N1-59-00-15, item 1b(1)

Date Edited: 6/22/2007

A-04-011-26b(2) Foreign Service Grievance Files

Description: b. Case Files consisting of all papers accumulated in connection with any informal grievance, including the grievant's original letter, or referral memorandum with attachments from the Foreign Service Grievance Board, acknowledgement of grievant's letter, further correspondence, memorandum of findings by the Grievance Staff, and reply to grievant; and cases involving administrative review of the grievance of a separated employee, informal name file, consisting of correspondence indicating potential grievances that may be filed; and formal name file, consisting of a letter from a grievant or memorandum from the Foreign Service Grievance Board indicating that the grievant intends to file a formal grievance, with material pertinent to the Board's action, its remedial order, and any correspondence indicating compliance. EXCLUDES THE RECORDS OF THE FOREIGN SERVICE GRIEVANCE BOARD.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-15, item 1b(2)

Date Edited: 6/22/2007

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-011-26c(1) Foreign Service Grievance Files

Description: c. General Subject Files

Consist of routine administrative and operational correspondence regarding grievance matters.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY: Destroy when 2 years old or when no longer needed for reference purposes, whichever is sooner.

DispAuthNo: N1-59-00-15, item 1c(1)

Date Edited: 6/22/2007

A-04-011-26c(2) Foreign Service Grievance Files

Description: c. General Subject Files.

Consist of routine administrative and operational correspondence regarding grievance matters.

(2). Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-15, item 1c(2)

Date Edited: 6/22/2007

A-04-011-27 Automated Personnel Transaction System (APTS) - Foreign Service Counseling and Assignments

Description: An automated system used to manage the Foreign Service personnel assignment system. Includes all data pertaining to the assignment bid and panel process, and telegrams, correspondence, and forms issued for employee transfer, travel, or training. Once a year, or sooner if necessary, selected data is archived on magnetic tape. All personnel transactions are also entered into the main personnel database, the Table-Driven On-Line Foundation Software (TOFS).

Disposition: Destroy when information is obsolete or no longer needed.

DispAuthNo: N1-59-88-15

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-011-28a	Suitability Files on Foreign Service Employees - Foreign Service Counseling and Assignments
Description:	a. Subject files consisting of correspondence, memoranda, reports, and any other documentation of a policy or precedent nature concerning misconduct by Foreign Service employees and appropriate types of disciplinary action.
Disposition:	Permanent. Transfer to National Archives when 30 years old.
DispAuthNo:	NC1-59-77-18, item 3a
	Date Edited: 4/1/1999
A-04-011-28b	Suitability Files on Foreign Service Employees - Foreign Service Counseling and Assignments
Description:	Foreign Service Employees Conduct, Suitability, and Discipline b. Case files consisting of sensitive communications with Foreign Service employees and/or their supervisors concerning allegations of misconduct, marital or nonsupport problems, personal indebtedness, black market operations, narcotics traffic, visa fraud, or bribery; informal hearings regarding alleged misconduct; and sensitive or other privileged information about an employee exchanged between top officials of the Department and principal officers overseas.
Disposition:	Retire to RSC 2 years after separation of employee from the Foreign Service, and destroy 15 years after separation date.
DispAuthNo:	N1-59-86-8, item 1b
	Date Edited: 6/22/2007
A-04-011-28c	Suitability Files on Foreign Service Employees - Foreign Service Counseling and Assignments
Description:	Foreign Service Employees Conduct, Suitability, and Discipline c. Case files consisting of sensitive communications with Foreign Service employees, their supervisors and the Diplomatic Security Service concerning repeated security violations.
Disposition:	Destroy 2 years after separation of employees from the Foreign Service.
DispAuthNo:	N1-59-86-8, item 2c
	Date Edited: 6/22/2007

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-011-29 Foreign Service Grievance Board Records of Proceedings- Foreign Service Counseling and Assignments

Description: Case files involving appeals by employees of State, AID, USIA, Commerce and Agriculture when management decisions on personnel policy or procedures reached after an agency review in the grievance process did not result in agreement. Includes charges, i.e. grievant's original letter, responses, i.e. acknowledge of grievant's letter, and other related correspondence, i.e. exhibits substantiating charges, memos notifying of hearing dates, etc., hearing briefs, Board or, if litigation pursued, court transcript of proceedings, etc.

Disposition: Destroy 25 years after case is closed.

DispAuthNo: N1-59-86-1

Date Edited: 4/1/1999

A-04-011-30 Grievance Tracking System.

Description: This on-line system tracks the status of grievance cases.

Disposition: Temporary. Delete entry when related record are destroyed.

DispAuthNo: N1-59-00-15, item 3

Date Edited: 5/24/2002

A-04-011-31 Civil Service Counseling and Assignments

Description: Conference Staffing Records - Includes delegation lists, staff studies, security clearances, and miscellaneous administrative material concerning staffing for international conferences and meetings.

Disposition: Destroy 3 years after end of conference. (II-NN-2835)

DispAuthNo: NN-172-202, item 20

Date Edited: 4/1/1999

A-04-011-32 Civil Service Counseling and Assignments

Description: Personal Services Case Files - Includes application for employment, security clearance data, Appointment Affidavits, and general correspondence with contract employees.

Disposition: Retire to NPRC, St. Louis, 5 years after termination of contract.

DispAuthNo: NN-172-202, item 21

Date Edited: 4/1/1999

A-04-011-33 Civil Service Counseling and Assignments

Description: Suitability Case Files on Civil Service Employees - Case files and related records created in reviewing adverse action against an employee.

Disposition: Destroy 4 years after the case is closed.

DispAuthNo: GRS 1, item 30b

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-011-34	Civil Service Counseling and Assignments
Description:	Request for Personnel Action (SF-52) - Chronological File copy.
Disposition:	Destroy when 1 year old.
DispAuthNo:	NN-172-202, item 23 Date Edited: 4/1/1999
A-04-011-35	Civil Service Counseling and Assignments
Description:	Personnel Abstract (DS-1711)
Disposition:	Destroy 2 years after separation of employee.
DispAuthNo:	NN-172-202, item 24 Date Edited: 4/1/1999
A-04-011-36	Promotion Panel Records - Civil Service Counseling and Assignments
Description:	Includes Promotion Program Placement Certificate (DS-1297).
Disposition:	Destroy 2 years after the personnel action.
DispAuthNo:	GRS 1, item 32 Date Edited: 4/1/1999
A-04-011-37a(1)	Grievance Files on Civil Service Employees
Description:	a. Subject files consisting of policy and precedent material, including correspondence, memoranda, reports and copies of pertinent documents in precedent cases. (1) Recordkeeping copy (paper).
Disposition:	Temporary. Retire to RSC 5 years after cutoff. Destroy 15 years after cutoff. (NC1-59-77-18, item 2a)
DispAuthNo:	N1-59-00-15, item 2a(1) Date Edited: 6/22/2007
A-04-011-37a(2)	Grievance Files on Civil Service Employees
Description:	a. Subject files consisting of policy and precedent material, including correspondence, memoranda, reports and copies of pertinent documents in precedent cases. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-15, item 2a(2) Date Edited: 6/22/2007

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-011-37b(1)	Grievance Files on Civil Service Employees
Description:	b. Case files consisting of correspondence with grievant/or his representative; legal depositions, hearing transcripts; and documents of a derogatory nature removed from employee's official Personnel Folder; all other papers relating to the employee's grievance. (1) Recordkeeping copy (paper).
Disposition:	Temporary. Retire to RSC 1 year after case is closed for transfer to WNRC. Destroy 7 years after the case is closed.
DispAuthNo:	GRS 1, item 30a Date Edited: 5/24/2002
A-04-011-37b(2)	Grievance Files on Civil Service Employees.
Description:	b. Case files consisting of correspondence with grievant/or his representative; legal depositions, hearing transcripts; and documents of a derogatory nature removed from employee's official Personnel Folder; all other papers relating to the employee's grievance. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-15, item 2b(2) Date Edited: 6/22/2007
A-04-011-38	Civil Service Mustang Program Files - Civil Service Counseling and Assignments
Description:	Applicant files for a program selecting talented junior employees for Civil Service careers. Name files contain application form (DS 1720); FSEE test scores; an essay on an assigned topic; a letter explaining the results of the oral examination; and the scoresheets. Also contain correspondence on assignments and six week progress reports.
Disposition:	Destroy when 5 years old.
DispAuthNo:	NC-59-75-9, item 3 Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-011-39	Merit Promotion Announcement Files - Civil Service Counseling and Assignments
Description:	Contain DS-1740, Panel Evaluation Report; DS-1738, Application for Vacancy; Memo or letter from office requesting Merit Promotion Certificate; DS-1737, Job Opportunity Announcement; DS-1739, Experience and Qualifications Statement for Top Ranking Candidates; DS-1297, Merit Promotion and Placement Certificate; Position Description; and other pertinent correspondence and documentation.
Disposition:	Destroy when 2 years old.
DispAuthNo:	NC1-59-80-15
	Date Edited: 4/1/1999
A-04-011-40a	Merit Promotion Applicant Files - Civil Service Counseling and Assignments
Description:	a. Departmental Applicant Files. Contain DS-1738 applications; DS-1739, Experience and Qualifications Statements.
Disposition:	Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner.
DispAuthNo:	GRS 1, item 32
	Date Edited: 4/1/1999
A-04-011-40b	Merit Promotion Applicant Files - Civil Service Counseling and Assignments
Description:	b. Outside Agency Applicant Files. Contain applications and Performance Evaluation Reports.
Disposition:	Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner.
DispAuthNo:	GRS 1, item 32
	Date Edited: 4/1/1999
A-04-011-41a	Civil Service Upward Mobility Program Files.
Description:	Applicant files for the Upward Mobility Program. Files contain applications (SF-171); Supervisor Appraisal of Employee Potential (DS-1782); Supplemental application; Performance Evaluation and Rating; vacancy announcement, panel evaluation sheet; other pertinent correspondence. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Retire to RSC after 1 year for transfer to WNRC. Destroy when 5 years old.(NC1-59-84-2)
DispAuthNo:	N1-59-00-13, item 25(1)
	Date Edited: 10/1/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-011-41b	Civil Service Upward Mobility Program Files.
Description:	b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping version has been produced.
DispAuthNo:	N1-59-00-13, item 25(2) Date Edited: 10/1/2001
A-04-011-42a(1)	Functional Specialization Files.
Description:	Files of Foreign Service and Civil Service applications for career redirection training in a designated specialty. Includes application, the Board of Examiners' narrative material, training/evaluation data, and skill code changes. a. Successful applicants. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Retire to RSC 2 years after year of appointment for transfer to WNRC. Destroy when 7 years old.
DispAuthNo:	N1-59-00-13, item 26a(1) Date Edited: 10/1/2001
A-04-011-42a(2)	Functional Specialization Files.
Description:	Files of Foreign Service and Civil Service applications for career redirection training in a designated specialty. Includes application, the Board of Examiners' narrative material, training/evaluation data, and skill code changes. a. Successful applicants. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-13, item 26a(2) Date Edited: 10/1/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-011-42b(1) Functional Specialization Files.

Description: Files of Foreign Service and Civil Service applications for career redirection training in a designated specialty. Includes application, the Board of Examiners' narrative material, training/evaluation data, and skill code changes.

b. Unsuccessful applicants.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY: Retire to RSC 2 years after year of oral examination for transfer to WNRC. Destroy when 7 years old.

DispAuthNo: N1-59-00-13, item 26b(1) **Date Edited:** 10/1/2001

A-04-011-42b(2) Functional Specialization Files.

Description: Files of Foreign Service and Civil Service applications for career redirection training in a designated specialty. Includes application, the Board of Examiners' narrative material, training/evaluation data, and skill code changes.

b. Unsuccessful applications.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-13, item 26b(2) **Date Edited:** 10/1/2001

A-04-011-43a(1) Developmental Assignments Program.

Description: Files of Civil Service applications for limited duration assignments into overseas Foreign Service positions.

a. Successful applicants.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY: Retire to RSC 2 years after year of appointment for transfer to WNRC. Destroy when 7 years old.

DispAuthNo: N1-59-00-13, item 27a(1) **Date Edited:** 10/1/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-011-43a(2)	Developmental Assignments Program.
Description:	Files of Civil Service applications for limited duration assignments into overseas Foreign Service positions. a. Successful applicants. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-13, item 27a(2) Date Edited: 10/1/2001

A-04-011-43b(1)	Developmental Assignments Program.
Description:	Files of Civil Service applications for limited duration assignments into overseas Foreign Service positions. b. Unsuccessful applicants. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Retire to RSC 2 years after year of Panel review of application for transfer to WNRC. Destroy when 7 years old.
DispAuthNo:	N1-59-00-13, item 27b(1) Date Edited: 10/1/2001

A-04-011-43b(2)	Developmental Assignments Program.
Description:	Files of Civil Service applications for limited duration assignments into overseas Foreign Service positions. b. Unsuccessful applicants. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-13, item 27b(2) Date Edited: 10/1/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-011-44a	Limited Non-Career (Conversion) Appointments.		
Description:	Non-Competitive Case Files consisting of Department of State in-house Civil Service Employees only. Records include memoranda, telegrams, pre-employment conflict of interest clearance request form (JF-1), position description, SF-171, Residency & Dependency Report, authorization for Medical examination, Notification of Personnel Action (SF-50), extension requests, etc. (1) Recordkeeping copy (paper).		
Disposition:	TEMPORARY: Retire to RSC 2 years after year of appointment for transfer to WNRC. Destroy when 10 years old.		
DispAuthNo:	N1-59-00-13, item 28(1)	Date Edited:	10/1/2001
A-04-011-44b	Limited Non-Career (Conversion) Appointments.		
Description:	Non-Competitive Case Files consisting of Department of State in-house Civil Service Employees only. Records include memoranda, telegrams, pre-employment conflict of interest clearance request form (JF-1), position description, SF-171, Residency & Dependency Report, authorization for Medical examination, Notification of Personnel Action (SF-50), extension requests, etc. (2) Electronic version of records created by electronic mail and word processing applications.		
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-00-13, item 28(2)	Date Edited:	10/1/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

Board of the Foreign Service

A-04-012-01a(1) Board of the Foreign Service (BFS) Administrative Files.

Description: Consist of personnel, budget requests, and other administrative records.

a. Routine correspondence including reference copies of information memorandums, meeting notices, requisitions, etc.

(1) Recordkeeping copy (paper)

Disposition: TEMPORARY: Destroy when 3 years old.(NC1-59-77-3, item 1a)

DispAuthNo: N1-59-00-1, item 3a(1) **Date Edited:** 6/22/2007

A-04-012-01a(2) Board of the Foreign Service (BFS) Administrative Files.

Description: Consist of personnel, budget requests, and other administrative records.

a. Routine correspondence including reference copies of information memoranda, meeting notices, requisitions, etc.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-1, item 3a(2) **Date Edited:** 9/6/2001

A-04-012-01b(1) Board of the Foreign Service (BFS) Administrative Files.

Description: Consist of personnel, budget requests, and other administrative records.

b. All other records, including budget files, requests.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY: Retire to RSC when 3 years old for transfer to WNRC. Destroy when 10 years old. (NC1-59-77-3, item 1b)

DispAuthNo: N1-59-00-1, item 3b(1) **Date Edited:** 9/6/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-012-01b(2)	Board of the Foreign Service (BFS) Administrative Files.
Description:	Consist of personnel, budget requests, and other administrative records. b. All other records, including budget files, requests. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-1, item 3b(2) Date Edited: 8/31/2001
A-04-012-02a(1)	Board of the Foreign Service Subject Files.
Description:	Consist of agreements under E.O. 11636, correspondence, studies, memorandums, etc. a. Routine papers including copies of EEO circulars, Executive Orders, questionnaires, reference copies of routine correspondence, transmittal letters, agreements sent to BFS for information. (1) Recordkeeping copy (paper)
Disposition:	TEMPORARY: Destroy when 3 years old.(NC1-59-77-3, item 2a)
DispAuthNo:	N1-59-00-1, item 4a(1) Date Edited: 9/6/2001
A-04-012-02a(2)	Board of the Foreign Service Subject Files.
Description:	Consist of agreements under E.O. 11636, correspondence, studies, memorandums, etc. a. Routine papers including copies of EEO circulars, Executive Orders, questionnaires, reference copies of routine correspondence, transmittal letters, agreements sent to BFS for information. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-1, item 4a(2) Date Edited: 9/6/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-012-02b(1)	Board of the Foreign Service Subject Files.
Description:	Consist of agreements under E.O. 11636, correspondence, studies, memorandums, etc. b. All other files, including studies commissioned by BFS and current inter agency agreements. (1) Recordkeeping copy (paper)
Disposition:	TEMPORARY: Retire to RSC when 3 years old for transfer to WNRC. Destroy when 10 years old. (NC1-59-77-3, item 2b)
DispAuthNo:	N1-59-00-1, item 4b(1) Date Edited: 9/6/2001
A-04-012-02b(2)	Board of Foreign Service Subject Files.
Description:	Consist of agreements under E.O. 11636, correspondence, studies, memorandums, etc. b. All other files, including studies commissioned by BFS and current interagency agreements. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-1, item 4b(2) Date Edited: 9/6/2001
A-04-012-03a	Board of the Foreign Service Precept Files and Promotion Lists.
Description:	Precepts for selection boards of foreign affairs agencies submitted for Board of the Foreign Service consideration. a. Records containing Board actions, including draft precepts and records of meetings at which precepts were discussed.
Disposition:	Permanent. Retire to RSC when 3 years old. Transfer to National Archives when 20 years old.
DispAuthNo:	NC1-59-77-3, item 3a Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-012-03b	Board of the Foreign Service Precept Files and Promotion Lists
Description:	Precepts for selection boards of foreign affairs agencies submitted for Board of the Foreign Service consideration b. All other records, including published precepts and transmittal memos.
Disposition:	Destroy when 3 years old.
DispAuthNo:	NC1-59-77-3, item 3b Date Edited: 4/1/1999
A-04-012-04a	Board of the Foreign Service Meeting Files.
Description:	Notices of meetings, documents considered, verbatim transcripts, minutes, and related correspondence. a. Recordkeeping copy (paper).
Disposition:	PERMANENT: Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 20 years old (NC1-59-77-3, item 4)
DispAuthNo:	N1-59-00-1, item 5a Date Edited: 9/6/2001
A-04-012-04b	Board of Foreign Service Meeting Files.
Description:	Notices of meetings, documents considered, verbatim transcripts, minutes, and related correspondence. b. Electronic version of records created by electronic mail and word processing applications. .
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-1, item 5b Date Edited: 9/6/2001
A-04-012-05	Board of the Foreign Service Separation Case Files
Description:	Cases involving Foreign Service personnel whose separation for cause under Sec. 637 of the Foreign Service Act of 1946 was requested by the Director General of the Foreign Service. Includes Director General's letters of charge, employee's responses and other correspondence; transcripts of hearings; reports of hearing officers; recommendations to the Secretary by the Board.
Disposition:	Retire to RSC when 3 years old. Destroy 10 years after date of last action on case.
DispAuthNo:	NC1-59-77-3, item 5 Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-012-06a	Board of the Foreign Service Disputes Panel Administrative Files
Description:	Disputes Panel procedures, general correspondence, etc. a. Routine papers including correspondence regarding times of meetings, complimentary letters to Board members, routine administrative matters.
Disposition:	Destroy when 3 years old.
DispAuthNo:	NC1-59-77-3, item 6a Date Edited: 4/1/1999
A-04-012-06b	Board of the Foreign Service Disputes Panel Administrative Files
Description:	Disputes Panel procedures, general correspondence, etc. b. All other files, including dossiers on Board members, documentation procedures and procedural files.
Disposition:	Retire to RSC when 3 years old. Destroy when 10 years old.
DispAuthNo:	NC1-59-77-3, item 6b Date Edited: 4/1/1999
A-04-012-07	Board of the Foreign Service Disputes Panel Appeals Case Files
Description:	Cases involving appeals by employee organizations of foreign affairs agencies' management decisions on personnel policy or procedures when consultation did not result in agreement. includes charges, responses, complaints, reports by Disputes Panel, and related correspondence.
Disposition:	Permanent. Retire to RSC when 3 years old. Transfer to WNRC when 10 years old. Offer to National Archives when 20 years old.
DispAuthNo:	NC1-59-77-3, item 7 Date Edited: 4/1/1999
A-04-012-08a(1)	Employee-Management Relations Commission Subject Files.
Description:	Material pertaining to administration, membership, rules and regulations, etc. a. Routine papers including AFSA proceedings, letters of transmittal, AFGE publications, and newspaper clippings. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy when 3 years old.(NC1-59-77-3, item 8a)
DispAuthNo:	NI-59-00-1, item 6a(1) Date Edited: 9/6/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-012-08a(2)	Employee-Management Relations Commission Subject Files.
Description:	Material pertaining to administration, membership, rules and regulations, etc. a. Routine papers including AFSA proceedings, letters of transmittal, AFGE publications, and newspaper clippings. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-1, item 6a(2) Date Edited: 9/6/2001
A-04-012-08b(1)	Employee Management Relations Commission Subject Files.
Description:	Material pertaining to administration, membership, rules and regulations, etc. b. All other files including drafts of rules, regulations, and procedural guide. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Retire to RSC when 3 years old for transfer to WNRC. Destroy when 10 years old. (NC1-59-77-3, item 8b)
DispAuthNo:	N1-59-00-1, item 6b(1) Date Edited: 9/6/2001
A-04-012-08b(2)	Employee-Management Relations Commission Subject Files.
Description:	Material pertaining to administration, membership, rules and regulations, etc. b. All other files including drafts of rules, regulations, and procedural guides. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-1, item 6b(2) Date Edited: 9/7/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-012-09a	Employee Management Relations Commission Case Files.
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Description:	Cases considered by the Employee Management Relations Commission with respect to eligibility of employee organizations for recognition; supervision of elections to determine exclusive employee representation; alleged unfair practices and violations of standards of conduct; obligation of management to consult. Includes charges, responses, briefs, decisions, and related correspondence and documentation.
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a. Recordkeeping copy (paper).

Disposition:	TEMPORARY: Retire to RSC when 3 years old for transfer to WNRC. Destroy when 20 years old. (NC1-59-77-3, item 9)
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DispAuthNo:	N1-59-00-1, item 7a	Date Edited:	9/7/2001
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A-04-012-09b	Employee-Management Relations Commission Case Files.
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Description:	Cases considered by the Employee Management Relations Commission with respect to eligibility of employee organizations for recognition; supervision of elections to determine exclusive employee representation; alleged unfair practices and violations of standards of conduct; obligation of management to consult. Includes charges, responses, briefs, decisions, and related correspondence and documentation.
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b. Electronic version of records created by electronic mail and word processing applications.

Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
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DispAuthNo:	N1-59-00-1, item 7b	Date Edited:	9/7/2001
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A-04-012-10a	Annual Report of the Board of Examiners for the Foreign Service.
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Description:	a. Recordkeeping copy (paper).
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Disposition:	PERMANENT: Retire to RSC when 10 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.
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DispAuthNo:	N1-59-00-07, item 18a	Date Edited:	9/14/2001
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U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-012-10b	Annual Report of the Board of Examiners for the Foreign Service.
Description:	b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-07, item 18b
	Date Edited: 9/14/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

Resource Management and Organization Analysis

A-04-013-01a **Lawsuit Coordination Unit**

Class Action Lawsuit Files.

Description: Records include information from employee personnel files and other Department offices related to issues in the lawsuits (e.g., performance evaluations; assignments, promotions, training, pay actions, Foreign Service written and oral examination results. Documents are related to the implementation of lawsuit settlement agreements, including monetary, prospective, and individual (e.g., retroactive promotions, awards, or assignments) relief under the consent decrees. Included are correspondence with class members or their attorneys, Department Notices, cables, copies of court decisions and documents, legal briefs, records of hearings and meetings, deposition transcripts, consent decrees, reports, statistical analysis, exhibits, action and information memoranda.

a. Recordkeeping copy (paper).

Disposition: TEMPORARY. Retire to RSC 4 years after resolution for transfer to WNRC. Destroy when 15 years old.

DispAuthNo: N1-59-00-17, item 1a

Date Edited: 6/20/2002

A-04-013-01b **Class Action Lawsuit Files.**

Description: Records include information from employee personnel files and other Department offices related to issues in the lawsuits (e.g., performance evaluations; assignments, promotions, training, pay actions, Foreign Service written and oral examination results. Documents are related to the implementation of lawsuit settlement agreements, including monetary, prospective, and individual (e.g., retroactive promotions, awards, or assignments) relief under the consent decrees. Included are correspondence with class members or their attorneys, Department Notices, cables, copies of court decisions and documents, legal briefs, records of hearings and meetings, deposition transcripts, consent decrees, reports, statistical analysis, exhibits, action and information memoranda.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-17, item 1b

Date Edited: 6/20/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-013-02-09 **RESERVED.**

Description:

Disposition:

DispAuthNo: Reserved **Date Edited:** 6/20/2002

A-04-013-10a **Resource Planning and Allocation**

Description: Correspondence Files. Arranged by bureau and chronologically.

Documents relate to the allocation of personnel resources. Included are memorandums, copies of authorization notices relating to positions and employment ceilings, requests for funding, reimbursements, and related correspondence.

a. Recordkeeping copy (paper).

Disposition: TEMPORARY. Cut off at the end of the calendar year. Destroy when 5 years old.

DispAuthNo: N1-59-00-17, item 2a **Date Edited:** 6/20/2002

A-04-013-10b **Resource Planning and Allocation**

Description: Correspondence Files. Arranged by bureau and chronologically.

Documents relate to the allocation of personnel resources. Included are memorandums, copies of authorization notices relating to positions and employment ceilings, requests for funding, reimbursements, and related correspondence.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-17, item 2b **Date Edited:** 6/20/2002

A-04-013-11 **Statistical Reports.**

Description: Copies of monthly and annual reports reflecting authorized positions and employment levels. Reports generated by PER/EX/IM.

Disposition: TEMPORARY. Destroy when 1 year old. (MRH 03/22/02)

DispAuthNo: N1-59-00-17, item 3 **Date Edited:** 6/20/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-013-12-19 **RESERVED.**

Description:

Disposition:

DispAuthNo: Reserved **Date Edited:** 6/20/2002

A-04-013-20a **Workforce Planning and Compensation**

Description: Staffing Patterns (Microfilm)

Monthly tabulations of Foreign Service and Civil Service employees listed alphabetically by post, staff office or bureau in the Department.

a. Master Set. (Vesicular Copy)

Disposition: TEMPORARY. Retain in PER/RMA. Destroy when 50 years old or when no longer needed for reference purposes, whichever is sooner.

DispAuthNo: N1-59-00-17, item 4a **Date Edited:** 6/20/2002

A-04-013-20b **Workforce Planning and Compensation**

Description: Staffing Patterns (Microfilm)

Monthly tabulations of Foreign Service and Civil Service employees listed alphabetically by post, staff office or bureau in the Department.

b. Copies maintained by other offices.

Disposition: TEMPORARY. Destroy on receipt of next month's copy. (NN-172-202, item 5)

DispAuthNo: N1-59-00-17, item 4b **Date Edited:** 6/20/2002

A-04-013-21a **Position Classification Appeals Files**

Description: (1) Case files relating to classification appeals, excluding OPM classification certificate.

Disposition: TEMPORARY. Destroy 3 years after case is closed. (GRS 1, item 7d(1))

DispAuthNo: N1-59-00-17, item 5(1) **Date Edited:** 6/22/2007

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-013-21b	Position Classification Appeals Files
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Description:	(2) Certificates of classification issued by OPM.
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Disposition:	TEMPORARY. Destroy after affected position is abolished or superseded. (GRS 1, item 7d(2))
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DispAuthNo:	N1-59-00-17, item 5(2)	Date Edited:	6/22/2007
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A-04-013-22a	Study/Project Files
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Description:	Studies or projects relating to position classification, position management, occupational structure, compensation, workforce or resource planning etc.
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	a. Recordkeeping copy (paper).
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Disposition:	TEMPORARY. Retire to RSC 5 years after completion for transfer to WNRC. Destroy when 15 years old. Files may be maintained longer if needed for administrative use. (MRH 03/06/02)
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DispAuthNo:	N1-59-00-17, item 6a	Date Edited:	6/20/2002
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A-04-013-22b	Study/Project Files.
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Description:	Studies or projects relating to position classification, position management, occupational structure, compensation, workforce or resource planning etc.
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	b. Electronic version of records created by electronic mail and word processing applications.
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Disposition:	TEMPORARY. Delete within 180 days after recordkeeping copy is produced.
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DispAuthNo:	N1-59-00-17, item 6b	Date Edited:	6/20/2002
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U.S. Department of State Records Schedule

Chapter 04: Personnel Records

Family Liaison Office

A-04-014-01a **Policy and Procedure Files.**

Description: Includes material on the establishment of the office, policies and procedures governing its operation.

a. Recordkeeping copy (paper).

Disposition: TEMPORARY. Destroy when superseded.

DispAuthNo: N1-59-00-18, item 1a

Date Edited: 6/20/2002

A-04-014-01b **Policy and Procedure Files.**

Description: Includes material on the establishment of the office, policies and procedures governing its operation.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-18, item 1b

Date Edited: 6/20/2002

A-04-014-02a **FLO Subject Files.**

Description: Includes general material on employment, education, and support services provided by the office; related matters such as allowances, foreign born spouses, and counseling; activities such as Around the World in a Lifetime (AWAL), an organization for Foreign Service teenagers; relations with the Association of American Foreign Service Women (AAFWS); and presentations given to audiences such as the Foreign Service Institute's Security Overseas Seminar.

a. Recordkeeping copy (paper).

Disposition: TEMPORARY. Destroy when 10 years old or sooner if no longer needed. (NC1-59-84-3, item 2)

DispAuthNo: N1-59-00-18, item 2a

Date Edited: 6/20/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-014-02b **FLO Subject Files.**

Description: Includes general material on employment, education, and support services provided by the office; related matters such as allowances, foreign born spouses, and counseling; activities such as Around the World in a Lifetime (AWAL), an organization for Foreign Service teenagers; relations with the Association of American Foreign Service Women (AAFSW); and presentations given to audiences such as the Foreign Service Institute's Security Overseas Seminar.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-18, item 2b

Date Edited: 6/20/2002

A-04-014-03a **Community Liaison Office (CLO) Country/Post Files.**

Description: General files on each country/post where there is a Community Liaison Office (CLO). These files include correspondence regarding CLO activities at posts.

a. Recordkeeping copy (paper).

Disposition: TEMPORARY. Destroy when 2 years old or sooner if no longer needed. (NC1-59-88-13, item 1)

DispAuthNo: N1-59-00-18, item 3a

Date Edited: 6/20/2002

A-04-014-03b **Community Liaison Office (CLO) Country/Post Files.**

Description: General files on each country/post where there is a Community Liaison Office (CLO). These files include correspondence regarding CLO activities at posts.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-18, item 3b

Date Edited: 6/20/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-014-04a(1)	Community Liaison Office (CLO) Coordinator Files.
Description:	Documents reflect personnel records on persons hired as CLO's at overseas posts. Included are application forms, telegrams offering employment, etc. a. Consist of cables on persons hired as CLO's at posts overseas. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY. Destroy 2 years after last action. (N1-59-88-13, item 2a)
DispAuthNo:	N1-59-00-18, item 4a(1) Date Edited: 6/20/2002
A-04-014-04a(2)	Community Liaison Office (CLO) Coordinator Files.
Description:	Documents reflect personnel records on persons hired as CLO's at overseas posts. Included are application forms, telegrams offering employment, etc. a. Consist of cables on persons hired as CLO's at posts overseas. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-18, item 4a(2) Date Edited: 6/20/2002
A-04-014-04b	Community Liaison Office (CLO) Coordinator Files.
Description:	Documents reflect personnel records on persons hired as CLO's at overseas posts. Included are application forms, telegrams offering employment, etc. b. Computerized list of all CLO coordinators with dates of tenure and terms of employment. Includes Input and Output Records.
Disposition:	TEMPORARY. Destroy when updated. (N1-59-88-13, item 2b)
DispAuthNo:	N1-59-00-18, item 4b Date Edited: 6/20/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-014-05a(1) **FLO Personnel Files.**

Description: a. Working files consisting of correspondence, memoranda, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, etc.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY. Review annually and destroy superseded or obsolete documents. (GRS 1, 18a)

DispAuthNo: N1-59-00-18, item 5a(1)

Date Edited: 6/20/2002

A-04-014-05a(2) **FLO Personnel Files.**

Description: a. Working files consisting of correspondence, memoranda, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, etc.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: NB1-59-00-18, item 5a(2)

Date Edited: 6/20/2002

A-04-014-05b(1) **FLO Personnel Files.**

Description: b. Records on M/DGP/FLO employees duplicated in or not appropriate for the Official Personnel Folder.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY. Destroy within 1 year after separation or transfer of employee. (GRS 1, item 18a)

DispAuthNo: N1-59-00-18, item 5b(1)

Date Edited: 6/20/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-014-05b(2) **FLO Personnel Files.**

Description: b. Records on M/DGP/FLO employees duplicated in or not appropriate for the Official Personnel Folder.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-18, item 5b(2) **Date Edited:** 6/20/2002

A-04-014-06a **Client Support Services Files.**

Description: Contains background information on Family Liaison Office's (FLO) basic assistance of data and services to client consisting of appointments, referrals, reference advice, meeting notes, etc.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY. Retain in M/FLO 1 year after last action or when no longer needed.

DispAuthNo: N1-59-00-18, item 6(1) **Date Edited:** 6/22/2007

A-04-014-06b **Client Support Services Files.**

Description: Contains background information on Family Liaison Office's (FLO) basic assistance of data and services to client consisting of appointments, referrals, reference advice, meeting notes, etc.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-18, item 6(2) **Date Edited:** 6/22/2007

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-014-07a Evacuation Files - Arranged by country

Description: These files document support services provided to employees and dependents of all foreign affairs agencies evacuated from an overseas post. Included are lists of names of persons evacuated, safe-haven addresses and services provided.

a. Recordkeeping copy (paper).

Disposition: TEMPORARY. Destroy 2 years after last action.

DispAuthNo: N1-59-00-18, item 7a **Date Edited:** 6/20/2002

A-04-014-07b Evacuation Files.

Description: These files document support services provided to employees and dependents of all foreign affairs agencies evacuated from an overseas post. Included are lists of names of persons evacuated, safe-haven addresses and services provided.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-18, item 7b **Date Edited:** 6/20/2002

A-04-014-08a Education Files.

Description: Consist of reference material on schools in the Washington, DC area, boarding schools in the U.S. and abroad and schools at overseas posts.

a. Case Files.

Disposition: TEMPORARY. Destroy when superseded.

DispAuthNo: N1-59-00-18, item 8a **Date Edited:** 6/20/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-014-08b(1)	Education Files.
Description:	Consist of reference material on schools in the Washington, DC area, boarding schools in the U.S. and abroad and schools at overseas posts. b. Country/Post Files. (1) Recordkeeping copy (paper). Consist of information about schools available at overseas posts. The material is similar to that maintained by the Department's Office of Overseas Schools, with the exception of evaluative information provided by the CLOs.
Disposition:	TEMPORARY. Destroy when superseded.
DispAuthNo:	N1-59-00-18, item 8b(1) Date Edited: 6/20/2002
A-04-014-08b(2)	Education Files.
Description:	Consist of reference material on schools in the Washington, DC area, boarding schools in the U.S. and abroad and schools at overseas posts. b. Country/Post Files. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-18, item 8b(2) Date Edited: 6/20/2002
A-04-014-08c(1)	Education Files.
Description:	c. School files and computerized list of boarding schools. Includes information about schools, catalogs and handouts. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY. Destroy when superseded.
DispAuthNo:	N1-59-00-18, item 8c(1) Date Edited: 6/20/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-014-08c(2) **Education Files.**

Description: c. School files and computerized list of boarding schools. Includes information about schools, catalogs and handouts.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-18, item 8c(2) **Date Edited:** 6/20/2002

A-04-014-09a(1) **Employment Program Files.**

Description: Consist of reference material on employment opportunities in the Washington, D.C. area and overseas; material used in counseling family members who are seeking employment; applications and information on the functional training program; files on negotiations conducted for bilateral work agreements with foreign governments; and background files on Career Planning Workshops and Career Development Seminars sponsored by M/DGP/FLO.

a. Bilateral Work Agreements Negotiations Files.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY. Retain in FLO. Destroy 5 years after agreement is superseded.

DispAuthNo: N1-59-00-18, item 9a(1) **Date Edited:** 6/20/2002

A-04-014-09a(2) **Employment Program Files.**

Description: Consist of reference material on employment opportunities in the Washington, D.C. area and overseas; material used in counseling family members who are seeking employment; applications and information on the functional training program; files on negotiations conducted for bilateral work agreements with foreign governments; and background files on Career Planning Workshops and Career Development Seminars sponsored by M/DGP/FLO.

a. Bilateral Work Agreements Negotiations Files.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-18, item 9a(2) **Date Edited:** 6/20/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-014-09b(1)	Employment Program Files.
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Description:	Consist of reference material on employment opportunities in the Washington, D.C. area and overseas; material used in counseling family members who are seeking employment; applications and information on the functional training program; files on negotiations conducted for bilateral work agreements with foreign governments; and background files on Career Planning Workshops and Career Development Seminars sponsored by M/DGP/FLO.
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b. Case files used in providing employment assistance.

(1) Recordkeeping copy (paper).

Disposition:	TEMPORARY. Destroy 1 year after last action. Earlier destruction is authorized if no longer needed for administrative use.
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DispAuthNo:	N1-59-00-18, item 9b(1)	Date Edited:	6/20/2002
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A-04-014-09b(2)	Employment Program Files.
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Description:	Consist of reference material on employment opportunities in the Washington, D.C. area and overseas; material used in counseling family members who are seeking employment; applications and information on the functional training program; files on negotiations conducted for bilateral work agreements with foreign governments; and background files on Career Planning Workshops and Career Development Seminars sponsored by M/DGP/FLO.
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b. Case files used in providing employment assistance.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition:	TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.
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DispAuthNo:	N1-59-00-18, item 9b(2)	Date Edited:	6/20/2002
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U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-014-09c(1)	Employment Program Files.
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Description:	Consist of reference material on employment opportunities in the Washington, D.C. area and overseas; material used in counseling family members who are seeking employment; applications and information on the functional training program; files on negotiations conducted for bilateral work agreements with foreign governments; and background files on Career Planning Workshops and Career Development Seminars sponsored by M/DGP/FLO.
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c. Training Request Files.

(1) Recordkeeping copy (paper).

Disposition:	TEMPORARY. Destroy when 3 years old, or no later than at end of tour of duty commenced following functional training. (NC1-59-84-3, item 9c)
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DispAuthNo:	N1-59-00-18, item 9c(1)
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Date Edited:	6/20/2002
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A-04-014-09c(2)	Employment Program Files.
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Description:	Consist of reference material on employment opportunities in the Washington, D.C. area and overseas; material used in counseling family members who are seeking employment; applications and information on the functional training program; files on negotiations conducted for bilateral work agreements with foreign governments; and background files on Career Planning Workshops and Career Development Seminars sponsored by M/DGP/FLO.
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c. Training Request Files.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition:	TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.
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DispAuthNo:	N1-59-00-18, item 9c(2)
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Date Edited:	6/20/2002
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U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-014-09d(1)	Employment Program Files.
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Description:	Consist of reference material on employment opportunities in the Washington, D.C. area and overseas; material used in counseling family members who are seeking employment; applications and information on the functional training program; files on negotiations conducted for bilateral work agreements with foreign governments; and background files on Career Planning Workshops and Career Development Seminars sponsored by M/DGP/FLO.
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d. Country files. Included information on job opportunities and employment procedures in various countries. Also included are copies of Dependent Employment Reports sent in cable format from CLOs at post.

(1) Recordkeeping copy (paper).

Disposition:	TEMPORARY. Destroy when 2 years old. Earlier destruction is authorized if no longer needed for administrative use.
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DispAuthNo:	N1-59-00-18, item 9d(1)	Date Edited:	6/20/2002
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A-04-014-09d(2)	Employment Program Files.
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Description:	Consist of reference material on employment opportunities in the Washington, D.C. area and overseas; material used in counseling family members who are seeking employment; applications and information on the functional training program; files on negotiations conducted for bilateral work agreements with foreign governments; and background files on Career Planning Workshops and Career Development Seminars sponsored by M/DGP/FLO.
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d. Country files. Included information on job opportunities and employment procedures in various countries. Also included are copies of Dependent Employment Reports sent in cable format from CLOs at post.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition:	TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.
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DispAuthNo:	N1-59-00-18, item 9d(2)	Date Edited:	6/20/2002
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U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-014-10a **FLO Publications.**

Description: Master set and copies of FLO publications sent to all CLO coordinators and Administrative Officers overseas.

a. Recordkeeping copy (paper)

Disposition: TEMPORARY. Destroy when no longer needed for reference. (N1-59-88-13, item 8)

DispAuthNo: N1-59-00-18, item 10a

Date Edited: 6/21/2002

A-04-014-10b **FLO Publications.**

Description: Master set and copies of FLO publications sent to all CLO coordinators and Administrative Officers overseas.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-18, item 10b

Date Edited: 6/21/2002

A-04-014-11 **Direct Communications Project.**

Description: Mailing Lists. Database consisting of names and Internet addresses of Foreign Service family members who wish to receive Foreign Liaison Office literature.

Disposition: TEMPORARY. Delete item record when subscription is cancelled.

DispAuthNo: GRS 13, item 4b

Date Edited: 6/21/2002

A-04-014-12 **FLO Historical Documents.**

Description: Consists of records documenting the establishment of the Family Liaison Office. The files include reports, memorandums, letters, and materials provided for anniversary celebrations.

Disposition: TEMPORARY. Destroy when 25 years old, or when no longer needed for reference, whichever is later.

DispAuthNo: N1-59-00-18, item 12

Date Edited: 6/21/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-014-13a **Naturalization Case Files.**

Description: Employees who apply for their spouse or children to be expeditiously naturalized. Included are e-mail messages, requests for information on naturalization of spouse/child; draft cover letter completed by employee; Copies of cover letter to INS requesting specific appointment date, U.S. Department of Justice Immigration and Naturalization Application for Naturalization (BN-400) completed by spouse, or U.S. Department of Justice Immigration and Naturalization Service Application for Certificate of Citizenship on Behalf of an Adopted Child (N-643) or U.S. Department of Justice Immigration and Naturalization Service Application for Certificate of Citizenship (N-600) completed by employee on behalf of child and payment check to INS.

a. Recordkeeping copy (paper).

Disposition: TEMPORARY. Retire to RSC 2 years after case is closed for transfer to WNRC. Destroy 15 years after separation line,

DispAuthNo: N1-59-00-18, item 13a

Date Edited: 6/25/2007

A-04-014-13b **Naturalization Case Files.**

Description: Employees who apply for their spouse or children to be expeditiously naturalized. Included are e-mail messages, requests for information on naturalization of spouse/child; draft cover letter completed by employee; Copies of cover letter to INS requesting specific appointment date, U.S. Department of Justice Immigration and Naturalization Application for Naturalization (BN-400) completed by spouse, or U.S. Department of Justice Immigration and Naturalization Service Application for Certificate of Citizenship on Behalf of an Adopted Child (N-643) or U.S. Department of Justice Immigration and Naturalization Service Application for Certificate of Citizenship (N-600) completed by employee on behalf of child and payment check to INS.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-18, item 13b

Date Edited: 6/21/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

Foreign Service Retirement

A-04-015-01a(1) **Foreign Service Retirement Case Files.**

Description: Consists of application for retirement (OF-136) or its equivalent; staff study on voluntary or disability retirement; correspondence relating to contributions to Foreign Service Retirement System, prior service credit, total amount of Civil Service Retirement deductions, effective date of FSO appointments and acceptance thereof, etc.

a. Non-annuitants not entitled to an annuity due to resignation or termination with less than five years of service.

(1) Recordkeeping copy (paper).

Disposition: Temporary. Retire to RSC 5 years after separation or attainment of age 62, whichever is earlier for transfer to WNRC. Destroy 20 years thereafter. (NN-174-26, item 1a)

DispAuthNo: N1-59-00-16, item 1a(1)

Date Edited: 4/16/2002

A-04-015-01a(2) **Foreign Service Retirement Case Files.**

Description: Consists of application for retirement (OF-136) or its equivalent; staff study on voluntary or disability retirement; correspondence relating to contributions to Foreign Service Retirement System, prior service credit, total amount of Civil Service Retirement deductions, effective date of FSO appointments and acceptance thereof, etc.

a. Non-annuitants not entitled to an annuity due to resignation or termination with less than five years of service.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Temporary. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-16, item 1a(2)

Date Edited: 4/16/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-015-01b(1) **Foreign Service Retirement Case Files.**

Description: Consists of application for retirement (OF-136) or its equivalent; staff study on voluntary or disability retirement; correspondence relating to contributions to Foreign Service Retirement System, prior service credit, total amount of Civil Service Retirement deductions, effective date of FSO appointments and acceptance thereof, etc.

b. Non-annuitants who die without survivors or who resigned and left contributions until becoming eligible at age 60.

(1) Recordkeeping copy (paper).

Disposition: Temporary. Retire to RSC 5 years after death or attainment of age 62, whichever is earlier for transfer to WNRC. Destroy 20 years thereafter. (NN-174-26, item 1b)

DispAuthNo: N1-59-00-16, item 1b(1)

Date Edited: 4/16/2002

A-04-015-01b(2) **Foreign Service Retirement Case Files.**

Description: Consists of application for retirement (OF-136) or its equivalent; staff study on voluntary or disability retirement; correspondence relating to contributions to Foreign Service Retirement System, prior service credit, total amount of Civil Service Retirement deductions, effective date of FSO appointments and acceptance thereof, etc.

b. Non-annuitants who die without survivors or who resigned and left contributions until becoming eligible at age 60.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Temporary. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-16, item 1b(2)

Date Edited: 4/16/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-015-01c(1)	Foreign Service Retirement Case Files.
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Description:	Consists of application for retirement (OF-136) or its equivalent; staff study on voluntary or disability retirement; correspondence relating to contributions to Foreign Service Retirement System, prior service credit, total amount of Civil Service Retirement deductions, effective date of FSO appointments and acceptance thereof, etc.
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c. Annuitants/Survivor Annuitants.

(1) Recordkeeping copy (paper).

Disposition:	Temporary. Retire to RSC 8 years after case is closed for transfer to WNRC. Destroy 20 years after case is closed.(NN-174-26, item 1c)
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DispAuthNo:	N1-59-00-16, item 1c(1)	Date Edited:	4/16/2002
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A-04-015-01c(2)	Foreign Service Retirement Case Files.
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Description:	Consists of application for retirement (OF-136) or its equivalent; staff study on voluntary or disability retirement; correspondence relating to contributions to Foreign Service Retirement System, prior service credit, total amount of Civil Service Retirement deductions, effective date of FSO appointments and acceptance thereof, etc.
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c. Annuitants/Survivor Annuitants.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition:	Temporary. Delete within 180 days after recordkeeping copy has been produced.
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DispAuthNo:	N1-59-00-16, item 1c(2)	Date Edited:	4/16/2002
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U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-015-01c(3)	Foreign Service Retirement Case Files.
Description:	Consists of application for retirement (OF-136) or its equivalent; staff study on voluntary or disability retirement; correspondence relating to contributions to Foreign Service Retirement System, prior service credit, total amount of Civil Service Retirement deductions, effective date of FSO appointments and acceptance thereof, etc. c. Annuitants/Survivor Annuitants. (3) Microfilm copies consist of selected annuitants documents, i.e. (OF 136, SF 50). Microfilm does not contain all paper records.
Disposition:	Temporary. Retain in PER/RET. Destroy 30 years after case is closed.
DispAuthNo:	N1-59-00-16, item 1c(3) Date Edited: 4/16/2002
A-04-015-01d(1)	Foreign Service Retirement Case Files.
Description:	Consists of application for retirement (OF-136) or its equivalent; staff study on voluntary or disability retirement; correspondence relating to contributions to Foreign Service Retirement System, prior service credit, total amount of Civil Service Retirement deductions, effective date of FSO appointments and acceptance thereof, etc. d. Precedent Cases. (1) Recordkeeping copy (paper).
Disposition:	Temporary. Destroy 5 years after case is closed.
DispAuthNo:	N1-59-00-16, item 1d(1) Date Edited: 4/17/2002
A-04-015-01d(2)	Foreign Service Retirement Case Files.
Description:	Consists of application for retirement (OF-136) or its equivalent; staff study on voluntary or disability retirement; correspondence relating to contributions to Foreign Service Retirement System, prior service credit, total amount of Civil Service Retirement deductions, effective date of FSO appointments and acceptance thereof, etc. d. Precedent Cases. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	Temporary. Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-16, item 1d(2) Date Edited: 4/17/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-015-02 Annuitant Service Record Card Files.

Description: Consist of name of employer, retirement date, type of retirement, survivor entitlement, etc.

Disposition: Temporary. Destroy 10 years after separation or when no longer needed for reference, whichever is sooner. (II-NN-3546, item 7)

DispAuthNo: N1-59-00-16, item 2 **Date Edited:** 4/16/2002

A-04-015-03 Non-Annuitant Service Record Card Files.

Description: Consist of name of employee, salary, date of resignation, beneficiary, etc.

Disposition: Temporary. Destroy 5 years after separation or when no longer needed for reference, whichever is sooner. (II-NN-3546, item 6)

DispAuthNo: N1-59-00-16, item 3 **Date Edited:** 4/16/2002

A-04-015-04 Annuitant Address Listing.

Description: Microfilm listing of annuitants' addresses.

Disposition: Temporary. Destroy when 1 year old.

DispAuthNo: N1-59-00-16, item 4 **Date Edited:** 4/17/2002

A-04-015-05a(1) Foreign Service Former Spouse Health Benefit Files.

Description: Denied eligibility files consisting of applications [Health Benefits Registration Form (SF 2809)], court orders, denial letters, appeal letters, and related papers.

a. Health benefits denied, not appealed.

(1) Recordkeeping copy (paper).

Disposition: Temporary: Destroy 3 years after denial.

DispAuthNo: GRS 1, item 35a **Date Edited:** 4/17/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-015-05a(2)	Foreign Service Former Spouse Health Benefit Files.
Description:	Denied eligibility files consisting of applications [Health Benefits Registration Form (SF 2809)], court orders, denial letters, appeal letters, and related papers. a. Health benefits denied, not appealed. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	Temporary: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	GRS-1, item 43a Date Edited: 4/17/2002
A-04-015-05b(1)(a)	Foreign Service Former Spouse Health Benefit Files.
Description:	Denied eligibility files consisting of applications [Health Benefits Registration Form (SF 2809)], court orders, denial letters, appeal letters, and related papers. b. Health benefits denied, appealed to OPM for reconsideration. (1) Appeal successful - benefits granted. (a) Recordkeeping copy (paper).
Disposition:	Temporary: Create enrollment file in accordance with FPM letter 890-35. [NOTE: Pursuant to FPM letter 890-35, enrollment files of spouses eligible for benefits are transferred to OPM when former spouse cancels the enrollment, when enrollment is terminated by the employing office, or when former spouse begins receiving an annuity payment.]
DispAuthNo:	GRS-1, item 35b Date Edited: 4/17/2002
A-04-015-05b(1)(b)	Foreign Service Former Spouse Health Benefit Files.
Description:	Denied eligibility files consisting of applications [Health Benefits Registration Form (SF 2809)], court orders, denial letters, appeal letters, and related papers. b. Health benefits denied, appealed to OPM for reconsideration. (1) Appeal successful - benefits granted. (b) Electronic version of records created by electronic mail and word processing applications.
Disposition:	Temporary: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	GRS 1, item 43a Date Edited: 4/17/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-015-05b(2)(a)	Foreign Service Former Spouse Health Benefit Files.
Description:	Denied eligibility files consisting of applications [Health Benefits Registration Form (SF 2809)], court orders, denial letters, appeal letters, and related papers. b. Health benefits denied, appealed to OPM for reconsideration. (2) Appeal unsuccessful - benefits denied. (a) Recordkeeping copy (paper).
Disposition:	Temporary: Destroy 5 years after denial.
DispAuthNo:	N1-59-00-16, item 5b(2)(a) Date Edited: 4/17/2002
A-04-015-05b(2)(b)	Foreign Service Former Spouse Health Benefit Files.
Description:	Denied eligibility files consisting of applications [Health Benefits Registration Form (SF 2809)], court orders, denial letters, appeal letters, and related papers. b. Health benefits denied, appealed to OPM for reconsideration. (2) Appeal unsuccessful - benefits denied. (b) Electronic version of records created by electronic mail and word processing applications.
Disposition:	Temporary: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	GRS 1, item 43a Date Edited: 4/17/2002
A-04-015-06a	Foreign Service Retirement Subject Files.
Description:	Consist of Foreign Service Retirements, Monthly Resignation Reports, Principals Correspondence, and Legal Determinations. a. Recordkeeping copy (paper).
Disposition:	Temporary: Destroy when 2 years old or when no longer needed, whichever is sooner.
DispAuthNo:	N1-59-00-16, item 6a Date Edited: 4/17/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-015-06b Foreign Service Retirement Subject Files.

Description: Consist of Foreign Service Retirements, Monthly Resignation Reports, Principals Correspondence, and Legal Determinations.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Temporary: Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-16, item 6b

Date Edited: 4/17/2002

A-04-015-07a Civil Service Retirement Case Files.

Description: Contains application for retirement (OF 136) or its equivalent; health and life insurance forms; service history documentation; estimated calculations, etc.

a. Recordkeeping copy (paper).

Disposition: Temporary: Retire to RSC 2 years after retirement of employee for transfer to WNRC. Destroy 5 years after retirement.

DispAuthNo: N1-59-00-16, item 7a

Date Edited: 4/17/2002

A-04-015-07b Civil Service Retirement Case Files.

Description: Contains application for retirement (OF 136) or its equivalent; health and life insurance forms; service history documentation; estimated calculations, etc.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Temporary: Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-16, item 7b

Date Edited: 4/17/2002

A-04-015-08a Civil Service Retirement Subject Files.

Description: Consist of Civil Service Retirements, Monthly Resignation Reports, Principals Correspondence, Congressional Correspondence, and Legal Determinations, etc.

A. Recordkeeping copy (paper).

Disposition: Temporary: Destroy when 2 years old or when no longer needed, whichever is sooner.

DispAuthNo: N1-59-00-16, item 8a

Date Edited: 4/17/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-015-08b **Civil Service Retirement Subject Files.**

Description: Consist of Civil Service Retirements, Monthly Resignation Reports, Principals Correspondence, Congressional Correspondence, and Legal Determinations, etc.

 b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Temporary: Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-16, item 8b

Date Edited: 4/17/2002

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

External Placement

A-04-016-01 Correspondence with Prospective Employers

Description: Correspondence with colleges, universities, firms and organizations regarding job opportunities not related to individual applicants.

Disposition: Destroy when 1 year old.

DispAuthNo: NN-173-148, item 1 **Date Edited:** 4/1/1999

A-04-016-02 Contact Lists

Description: Copies of processed and printed lists, containing names, addresses and other information on prospective employers.

Disposition: Destroy when obsolete or superseded.

DispAuthNo: Non-record **Date Edited:** 4/1/1999

A-04-016-03 Job Resumes for Applicants

Description: Copies of resumes of applicant's education, experience and other qualifications, prepared for applicant to send to prospective employees.

Disposition: Destroy when obsolete or superseded.

DispAuthNo: Non-record **Date Edited:** 4/1/1999

A-04-016-04 Applicant Case File

Description: Correspondence with applicant, copies of job resumes and related papers.

Disposition: Destroy 3 years after case becomes inactive.

DispAuthNo: NN-173-148, item 2 **Date Edited:** 4/1/1999

A-04-016-05 Student Employment Program Database.

Description: This on-line system tracks applicants, selects and hires for each student program. It provides trend analysis, demographics, management reports to analyze pool and evaluates program results. Included in the system are applicants for Internships, Presidential Management Interns (PMI's), Foreign Affairs Fellowship Program Interns, Summer Hires, Stay-in-School (SIS) and Co-Operative Education Program (Co-Op).

Disposition: TEMPORARY: Cut off file every three years. Destroy 65 years after cutoff.

DispAuthNo: N1-59-00-07, item 8 **Date Edited:** 9/7/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

Presidential Appointments

A-04-017-01a Presidential Appointments Precedent and Policy Files.

Description: Consists of correspondence, reports, studies, etc., documenting policies, procedures, and precedents concerning the appointment and process of presidential appointments.

a. Recordkeeping copy (paper).

Disposition: PERMANENT: Retire to RSC when 10 years old for transfer to WRNC. Transfer to National Archives when 25 years old. (NC1-59-77-19, items 1a and b)

DispAuthNo: N1-59-00-13, item 1a

Date Edited: 9/21/2001

A-04-017-01b Presidential Appointments Precedent and Policy Files.

Description: Consists of correspondence, reports, studies, etc., documenting policies, procedures, and precedents concerning the appointment and process of presidential appointments.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-13, item 1b

Date Edited: 9/21/2001

A-04-017-02 Presidential Nominations.

Description: Copies of nominations of individuals for public office sent by the President to the United States Senate.

Disposition: PERMANENT: Retire to the RSC when 7 years old for transfer to WNRC. Transfer to the National Archives when 25 years old. (NC1-59-77-19, items 2a and b)

DispAuthNo: N1-59-00-13, item 4

Date Edited: 11/7/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-017-03a	Foreign Service Appointments/Promotions/Assignments.
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Description:	Documentation of all aspects of appointments, promotions, and consular assignments of Foreign Service Officers, including interdepartmental correspondence, memoranda to and from the White House, nomination/authorization lists, and Congressional correspondence.
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a. Recordkeeping copy (paper).

Disposition:	PERMANENT: Retire to RSC when 10 years old for transfer to WNRC. Transfer to the National Archives when 25 years old. (NC1-59-77-19, item 3a and b)
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DispAuthNo:	N1-59-00-13, item 5a	Date Edited:	8/24/2001
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A-04-017-03b	Foreign Service Appointments/Promotions/Assignments.
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Description:	Documentation of all aspects of appointments, promotions, and consular assignments of Foreign Service Officers, including interdepartmental correspondence, memoranda to and from the White House, nomination/authorization lists, and Congressional correspondence.
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b. Electronic version of records created by electronic mail and word processing applications.

Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
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DispAuthNo:	N1-59-00-13, item 5b	Date Edited:	9/24/2001
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A-04-017-04a	Miscellaneous Department of State (DOS) Appointments.
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Description:	Documentation on the appointments of Principal Officers in the DOS and individuals to Boards and Commissions under the jurisdiction of the DOS, e.g., fishery commissions, United Nations bodies, independent agencies. Includes memoranda to and from the White House, bio data, clearance materials, press releases, nominations, agreement communications, Congressional correspondence, letters of resignation and Presidential letters of acceptance.
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a. Recordkeeping copy (paper).

Disposition:	PERMANENT: Retire to RSC when 8 years old for transfer to WNRC. Transfer to the National Archives when 25 years old. (NC1-59-77-13, item 2a and b)
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DispAuthNo:	N1-59-00-13, item 3a	Date Edited:	9/24/2001
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U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-017-04b	Miscellaneous Department of State (DOS) Appointments.		
Description:	Documentation on the appointments of Principal Officers in the DOS and individuals to Boards and Commissions under the jurisdiction of the DOS, e.g., fishery commissions, United Nations bodies, independent agencies. Includes memoranda to and from the White House, bio data, clearance materials, press releases, nominations, agreement communications, Congressional correspondence, letters of resignation and Presidential letters of acceptance. b. Electronic version of records created by electronic mail and word processing applications.		
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.		
DispAuthNo:	NI-59-00-13, item 3b	Date Edited:	9/24/2001
A-04-017-05	Presidential Appointments Organization/Working File		
Description:	This file is essentially a working and information file duplicating the material contained in the Presidential Appointments Organization and Conference File (See Item 041704).		
Disposition:	Destroy 2 years after termination of appointment.		
DispAuthNo:	NC1-59-77-12	Date Edited:	4/1/1999
A-04-017-06a	Presidential Appointments - Credentials File		
Description:	Consists of copies of all documentation concerned with presentation of credentials, including telegrams to and from posts concerning appointment, letters from Secretary of State to Ambassador concerning presentation of credentials and attendant administrative matters, copies of letters of credence and recall. a. Paper records.		
Disposition:	Destroy after it has been ascertained that reproduced copies have been made in accordance with GSA and NARA regulations and are adequate substitutes for the paper records.		
DispAuthNo:	NC1-59-77-13, item 3a	Date Edited:	4/1/1999

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-017-06b Presidential Appointments - Credentials File

Description: Consists of copies of all documentation concerned with presentation of credentials, including telegrams to and from posts concerning appointment, letters from Secretary of State to Ambassador concerning presentation of credentials and attendant administrative matters, copies of letters of credence and recall.

b. Microfilm copies.

Disposition: TEMPORARY. Destroy 10 years after termination of appointment.

DispAuthNo: NC1-59-77-13, item 3b **Date Edited:** 4/1/1999

A-04-017-07a Resignation Letters and Letters of Acceptance

Description: Copies of letters of resignation of Presidential Appointments and related acceptance letters. The original letter of resignation and record copy of Presidential acceptance is on file at the White House or appropriate Presidential Library.

a. Paper records.

Disposition: Destroy after it has been ascertained that reproduced copies have been made in accordance with GSA and NARA regulations and are adequate substitutes for the paper records.

DispAuthNo: NC1-59-77-13, item 4a **Date Edited:** 4/1/1999

A-04-017-07b Resignation Letters and Letters of Acceptance

Description: Copies of letters of resignation of Presidential Appointments and related acceptance letters. The original letter of resignation and record copy of Presidential acceptance is on file at the White House or appropriate Presidential Library.

b. Microfilm copies.

Disposition: Destroy when 10 years old.

DispAuthNo: NC1-59-77-13, item 4b **Date Edited:** 4/1/1999

A-04-017-08a Presidential Nominations - Copies of Presidential nominations of individuals for public office

Description: a. Paper records.

Disposition: Destroy after it has been ascertained that reproduced copies have been made in accordance with GSA and NARA regulations and are adequate substitutes for the paper records.

DispAuthNo: NC1-59-77-13, item 4a **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-017-08b	Presidential Nominations - Copies of Presidential nominations of individuals for public office
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Description: b. Microfilm copies.

Disposition: TEMPORARY. Destroy when 10 years old.

DispAuthNo: NC1-59-77-13, item 4b **Date Edited:** 4/1/1999

A-04-017-09a	Ambassador Appointments.
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Description: Consist of documentation on bilateral/multilateral ambassadorial appointments, as well as ranks and personal ranks of ambassador. Includes memoranda to and from the White House, bio data, press releases, nominations, clearance materials, agreement communications, Congressional correspondence, letters of resignation, and Presidential letters of acceptance, and clearance materials. [Note: Original letters of resignation and Presidential acceptance letters are on file at the White House or appropriate Presidential Library.]

a. Recordkeeping copy (paper).

Disposition: PERMANENT: Retire to RSC when 8 years old for transfer to WNRC. Transfer to the National Archives when 25 years old. (NC1-59-77-19, item 3a and b)

DispAuthNo: N1-59-00-13, item 2a **Date Edited:** 9/24/2001

A-04-017-09b	Ambassador Appointments.
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Description: Consist of documentation on bilateral/multilateral ambassadorial appointments, as well as ranks and personal ranks of ambassador. Includes memoranda to and from the White House, bio data, press releases, nominations, clearance materials, agreement communications, Congressional correspondence, letters of resignation, and Presidential letters of acceptance, and clearance materials. [Note: Original letters of resignation and Presidential acceptance letters are on file at the White House or appropriate Presidential Library.]

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-13, item 2b **Date Edited:** 9/24/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-017-10	Oaths of Office
Description:	Appointment Affidavit (SF-61), executed by individuals appointed by the President for public office.
Disposition:	PERMANENT: Retire to RSC when 15 years old for transfer to WNRC. Transfer to the National Archives when 25 years old. (NC1-59-77-19, item 4a and b)
DispAuthNo:	N1-59-00-13, item 6
	Date Edited: 9/24/2001
A-04-017-11	Senate Resolutions on Presidential Appointments.
Description:	Original resolutions providing advice and consent of the United States Senate to the appointment by the President of individuals to public office.
Disposition:	PERMANENT: Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 25 years old. (NC1-59-77-19, item 5a and b)
DispAuthNo:	N1-59-00-13, item 7
	Date Edited: 9/24/2001
A-04-017-12a	Miscellaneous Presidential Appointment Commissions
Description:	Copies of commissions of heads of independent Government agencies, Cabinet officers, Presidential appointees in the Department of State, Executive Office of the President, Honorary Commissions, and other Government offices. a. Paper records.
Disposition:	Destroy after it has been ascertained that reproduced copies have been made in accordance with GSA and NARA regulations and are adequate substitutes for the paper records.
DispAuthNo:	NC1-59-77-19, item 6a
	Date Edited: 4/1/1999
A-04-017-12b	Miscellaneous Presidential Appointment Commissions
Description:	Copies of commissions of heads of independent Government agencies, Cabinet officers, Presidential appointees in the Department of State, Executive Office of the President, Honorary Commissions, and other Government offices. b. Microfilm copies: Silver original and positive vesicular microfilm copy.
Disposition:	Permanent. Transfer to NARA on verification of microfilm.
DispAuthNo:	NC1-59-77-19, item 6b
	Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-017-13a	Summary Record on Appointments
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Description:	Summary records containing information on laws establishing the Commissions and Presidential appointments to the Commissions.
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	a. Paper records.
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Disposition:	Destroy after it has been ascertained that reproduced copies have been made in accordance with GSA and NARA regulations and are adequate substitutes for the paper records.
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DispAuthNo:	NC1-59-77-19, item 7a	Date Edited:	4/1/1999
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A-04-017-13b	Summary Record on Appointments
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Description:	Summary records containing information on laws establishing the Commissions and Presidential appointments to the Commissions.
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	b. Microfilm copies: Silver original and positive vesicular microfilm copy.
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Disposition:	Permanent. Transfer to NARA on verification of microfilm.
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DispAuthNo:	NC1-59-77-19, item 7b	Date Edited:	4/1/1999
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A-04-017-14	Card File Index.
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Description:	Contains appointment data on Presidential appointments i.e., Foreign Service appointments, promotions, and assignments; ambassadorial appointments; Cabinet officers; all other civil officers appointed by the President whose commissions are not required by the law to be issued under another seal.
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Disposition:	PERMANENT: Retire to RSC when 10 years old for transfer to WNRC. Transfer to the National Archives when 25 years old. (NC1-59-77-19, item 13)
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DispAuthNo:	N1-59-00-13, item 9	Date Edited:	9/24/2001
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U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-017-15a Foreign Service Appointments

Description: Copies of all documentation concerned with the appointment of officers in the Foreign Service, with their promotion from one class to another, and with the appointment of Reserve and Staff Officers as diplomatic and/or consular officers. Includes interdepartmental memorandums, staff studies, memorandums from the President, and Senatorial letters.

a. Paper records.

Disposition: Destroy after it has been ascertained that reproduced copies have been made in accordance with GSA and NARA regulations and are adequate substitutes for the paper records.

DispAuthNo: NC1-59-77-19, item 8a

Date Edited: 4/1/1999

A-04-017-15b Foreign Service Appointments

Description: Copies of all documentation concerned with the appointment of officers in the Foreign Service, with their promotion from one class to another, and with the appointment of Reserve and Staff Officers as diplomatic and/or consular officers. Includes interdepartmental memorandums, staff studies, memorandums from the President, and Senatorial letters.

b. Microfilm copies: Silver original and positive vesicular microfilm copy.

Disposition: Permanent. Transfer to NARA on verification of microfilm.

DispAuthNo: NC1-59-77-19, item 8b

Date Edited: 4/1/1999

A-04-017-16 Presidential Appointment Law Books.

Description: These books contain summaries of the laws establishing positions, boards, commissions, etc., to which the President makes appointments. Appointment data, e.g., name, appointment date, term, is also entered into the law books.

Disposition: PERMANENT: Retire to the RSC when 15 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-00-13, item 8

Date Edited: 9/25/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-017-17a(1)	Great Seal of the United States.
Description:	a. Subject Files. Historical records on the Great Seal of the United States, includes speeches, tapes, and photos, etc. (1) Recordkeeping copy (paper).
Disposition:	PERMANENT: Retire to RSC when 10 years old for transfer to WNRC. Transfer to the National Archives when 20 years old.
DispAuthNo:	N1-59-00-13, item 10a(1) Date Edited: 9/25/2001
A-04-017-17a(2)	Great Seal of the United States.
Description:	a. Subject Files. Historical records on the Great Seal of the United States, includes speeches, tapes, and photos, etc. (2) Electronic version of records generated by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-13, item 10a(2) Date Edited: 6/27/2007
A-04-017-17b(1)	Great Seal of the United States.
Description:	b. Working File. Working and information file consisting of material duplicated from the Great Seal of the United States Subject File. (1) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy when no longer needed for reference purposes.
DispAuthNo:	N1-59-00-13, item 10b(1) Date Edited: 9/25/2001
A-04-017-17b(2)	Great Seal of the United States.
Description:	b. Working File. Working and information file consisting of material duplicated from the Great Seal of the United States Subject File. (2) Electronic version of records generated by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-13, item 10b(2) Date Edited: 9/25/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-017-18a	Presidential Appointment Commission Books.		
Description:	These books contain the typed texts of the appointment commissions of Cabinet Officers, DOS Principal Officers, heads of independent agencies, White House commissioned staff officers and other individuals appointed by the President to public office. a. Recordkeeping copy (paper).		
Disposition:	PERMANENT: Retire to RSC when 15 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.		
DispAuthNo:	N1-59-00-13, item 11a	Date Edited:	9/25/2001

A-04-017-18b	Presidential Appointment Commission Books.		
Description:	These books contain the typed texts of the appointment commissions of Cabinet Officers, DOS Principal Officers, heads of independent agencies, White House commissioned staff officers and other individuals appointed by the President to public office. b. Electronic version of records generated by electronic mail and word processing applications.		
Disposition:	TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-00-13, item 11b	Date Edited:	9/25/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

Title and Rank

A-04-018-1a Title and Rank Policy Files.

Description: Correspondence, reports, forms and other documentation dealing with general and specific country policies, procedures, precedents, agreements, etc., concerning diplomatic and consular titles for Foreign Service and other Federal agency personnel.

a. Recordkeeping copy (paper).

Disposition: PERMANENT: Retire inactive files to RSC when 10 years old for transfer to WNRC. Transfer to the National Archives when 25 years old. (RRP-NN-464-6, item 3a)

DispAuthNo: N1-59-00-13, item 13a

Date Edited: 9/25/2001

A-04-018-1b Title and Rank Policy Files.

Description: Correspondence, reports, forms and other documentation dealing with general and specific country policies, procedures, precedents, agreements, etc., concerning diplomatic and consular titles for Foreign Service and other Federal agency personnel.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-13, item 13b

Date Edited: 9/25/2001

A-04-018-2a(1) Title and Rank Case Files.

Description: Correspondence, working papers and other documentation concerning the approval of titles for specific positions at Foreign Service posts.

a. State Department personnel.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY: Destroy when 2 years old. (NN-173-176, item 3a)

DispAuthNo: N1-59-00-13, item 14a(1)

Date Edited: 9/25/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-018-2a(2) Title and Rank Case Files.

Description: Correspondence, working papers and other documentation concerning the approval of titles for specific positions at Foreign Service posts.

a. State Department personnel.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-13, item 14a(2)

Date Edited: 9/25/2001

A-04-018-2b(1) Title and Rank Case Files.

Description: Correspondence, working papers and other documentation concerning the approval of titles for specific positions at Foreign Service posts.

b. Other Federal agency personnel.

(1) Recordkeeping copy (paper).

Disposition: TEMPORARY: Destroy when 1 year old. (NN-173-176, item 3b)

DispAuthNo: N1-59-00-13, item 14b(1)

Date Edited: 10/1/2001

A-04-018-2b(2) Title and Rank Case Files.

Description: Correspondence, working papers and other documentation concerning the approval of titles for specific positions at Foreign Service posts.

b. Other Federal agency personnel.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-13, item 14b(2)

Date Edited: 10/1/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-018-3 **Title and Rank Card File.**

Description: Includes data on all aspects of title and rank actions at a particular post.

Disposition: PERMANENT: Retire to the RSC 2 years after separation or transfer of employee to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-00-13, item 12

Date Edited: 9/25/2001

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

Equal Employment Opportunity Records

A-04-019-02 Copies of Complaint Case Files

Description: Duplicate case files or documents pertaining to case files retained in Official File Discrimination Complaint Case Files.

Disposition: Destroy 1 year after resolution of case.

DispAuthNo: GRS 1, item 25b **Date Edited:** 4/1/1999

A-04-019-03 Background Files

Description: Background records not filed in the Official Discrimination Complaint Case Files.

Disposition: Destroy 2 years after final resolution of case.

DispAuthNo: GRS 1, item 25c **Date Edited:** 4/1/1999

A-04-019-04a Compliance Records.

Description: a. Compliance Review Files. Reviews, background papers and correspondence relating to contractor employment practices.

Disposition: Destroy when 7 years old.

DispAuthNo: GRS 1, item 25d(1) **Date Edited:** 4/1/1999

A-04-019-04b Compliance Records

Description: b. EEO Compliance Reports. Reviews, background papers and correspondence relating to contractor employment practices.

Disposition: Destroy when 3 years old.

DispAuthNo: GRS 1, item 25d(2) **Date Edited:** 4/1/1999

A-04-019-05 Employee Housing Requests

Description: Forms requesting agency assistance in housing matters, such as rental or purchase.

Disposition: Destroy when 1 year old.

DispAuthNo: GRS 1, item 25e **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-019-06	Employment Statistics Files
Description:	Employment statistics relating to race and sex.
Disposition:	Destroy when 5 years old.
DispAuthNo:	GRS 1, item 25f
	Date Edited: 4/1/1999
A-04-019-07	EEO General Files
Description:	General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation; and agency EEO Committee meeting records including minutes and reports.
Disposition:	Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.
DispAuthNo:	GRS 1, item 25g
	Date Edited: 6/27/2007
A-04-019-08a	EEO Affirmative Action Plans (AAP)
Description:	a Agency copy of consolidated AAP(s).
Disposition:	Destroy 5 years from date of plan.
DispAuthNo:	GRS 1, item 25h(1)
	Date Edited: 4/1/1999
A-04-019-08b	EEO Affirmative Action Plans (AAP)
Description:	b. Agency feeder plan to consolidate AAP(s).
Disposition:	Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.
DispAuthNo:	GRS 1, item 25h(2)
	Date Edited: 4/1/1999
A-04-019-1	Official Discrimination Complaint Case Files
Description:	Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the agency, by EEOC, or by a U.S. Court.
Disposition:	Destroy 4 years after resolution of case.
DispAuthNo:	GRS 1, item 25a
	Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

Office of Civil Service Human Resource Management, Career Development Division

A-04-020-01 Career Development Resource Center (CDRC) Client Files

Description: Includes files on Foreign Service and Civil Service employees, as well as Eligible Family Members, Interns/Fellows, and Contractors, who seek career development assistance from the Department's Career Development Resource Center. Files are arranged by name and date, and contain client information sheet and CDRC registration form. May also contain email correspondence, counseling session notes, results of assessment tools such as the, Strong Interests Inventory, Myers-Briggs Type Indicator, and Thomas Kilman Conflict Mode Instrument, employee's resume, coaching report, and client feedback.

Disposition: TEMPORARY: Destroy three (3) years after date of last action.

DispAuthNo: GRS 1, item 26a

Date Edited: 8/13/2009

A-04-020-02 Workshop Files

Description: Includes a file on each training workshop presented by the CDRC. Files are arranged by month, and contain sign-in sheet showing title of workshop, presenter's name, date, location, attendee listing by bureau, and tally. File also includes anonymous course evaluations prepared by attendees.

Disposition: TEMPORARY: Destroy when three (3) years old.

DispAuthNo: GRS 1, item 29a(2)

Date Edited: 8/13/2009

A-04-020-03 Workshop Presentation Files

Description: Includes course presentation files consisting of material used by instructor for each workshop offered by the Center. Materials include instructor's materials and handouts developed by the CDRC.

Disposition: TEMPORARY: Destroy when three (3) years old or when superseded.

DispAuthNo: N1-059-09-46

Date Edited: 2/1/2010

A-04-020-04 CDRC Statistical Reports

Description: Files include (1) CDRC customer service evaluations and summary reports produced from the CDRC database; (2) evaluations prepared by International Broadcasting Bureau (IBB) clients who receive assistance from the CDRC, (3) counselor monthly production reports (includes name of client served, date of session, totals, and other activities of counselor and (4) reports on special counseling support initiatives. Post 2004 data is being entered into the CDRC Database.

Disposition: TEMPORARY: Destroy when two (2) years old.

DispAuthNo: GRS 1, item 16

Date Edited: 8/13/2009

U.S. Department of State Records Schedule

Chapter 04: Personnel Records

A-04-020-05 CDRC Database

Description: The CDRC Database is an Access program designed to track, monitor, and report on services provided to Department employees by the CDRC based on client file information. The database is used to store Sign-In Data (includes category of employee (CS or FS), date, employee's bureau, service received, new or repeat customer); Counseling Appointment Data (counselor access only; shows type of service sought); CDRC Workshop Data; and Statistical Reports (currently 12 reports can be produced to provide data for management purposes).

Disposition: TEMPORARY: Destroy or delete when two (2) years old, or two (2) years after the date of latest entry, whichever is applicable.

DispAuthNo: GRS 23, item 8

Date Edited: 8/13/2009

A-04-020-06 CDRC Office Administrative Files

Description: Files related to day-to-day administration of the CDRC. Includes appointment schedules, sign-in sheets, forms, and handouts.

Disposition: TEMPORARY: Destroy when two (2) years old or no longer needed.

DispAuthNo: GRS 23, item 1

Date Edited: 8/13/2009
